

7075572

98-1951I-8

THESE CHANGES
to SECTION 2, 3
AND 4 OF THE
TRAINING GUIDE

TRAINING GUIDE

Table of Contents

| <u>Part</u> | | <u>Pages</u> |
|-------------|---|--------------|
| A | Introduction | 1 |
| B | Procedure to be followed during Training Sessions | 2-4 |
| C | The Training Schedule (Outline of Training Programme) | 5 |
| D | The Training Guide (Detailed plan for instructing enumerators) | 6-127 |

PART A - INTRODUCTION

This is your guide. It presents a method of training Census enumerators, of whom some 18,000 will be required to take the 1951 Census . You will train a ~~small~~ group of them. There must be uniform instruction to ensure uniform enumeration and to produce comparable statistics. Details for each training session have been carefully worked out. All field supervisors must follow these closely to avoid differences of interpretations and methods which would ruin the accuracy of the Census. Moreover, your task of supervising the actual enumeration will be made easier since your enumerators will be well versed in proper procedure.

Basic materials with which you will work are: the Enumerators Manual, the various questionnaires and forms for Population, Housing, Agriculture and Fisheries, the Practice Narratives, the filmstrips and this Guide.

Immediately following this introductory statement you will find instructions concerning your duties as field supervisor during the training sessions, as well as the Training Schedule. The Training Schedule outlines the programme to be followed during the sessions and gives the pages in this Guide on which the various topics may be found.

PART B. - PROCEDURE TO BE FOLLOWED DURING TRAINING SESSIONS

1. Room and equipment

Arrange to have the training sessions in a well-lighted, properly ventilated room.

Check the seating arrangements to be sure you have sufficient chairs and table space for each trainee.

Provide coat racks if needed.

Make sure you have a blackboard, chalk and eraser. Use the blackboard freely since many people remember things which they see more easily than those which they hear.

To avoid confusion have all materials which you expect to use at hand and in order before each session.

2. Conducting the sessions

Start each session on time. You will need every minute.

In the first few minutes try to put the group at ease. Make each member of the group acquainted with the others.

Do whatever you can to make the group comfortable and prevent them from being self-conscious.

Provide a brief rest period mid-way through each session.

If smoking is permitted, and desired by the majority, provide ashtrays. Tell them where the washrooms are located. Before the lunch period, tell them of the restaurants in the neighbourhood. Be friendly and informal.

3. Planning the discussion

Thorough preparation on your part before each day's session is absolutely essential. Read over the Training Guide carefully and make sure you understand all the points to be covered. Be very certain that you understand the answers to all the questions in the Guide and be prepared for others which are likely to come up. Master completely the Enumerators Manual and when in doubt consult it. It will be embarrassing to you and a waste of time to the trainees if you enter any session without preparing for it thoroughly.

If you follow the Training Schedule we believe you will cover all the important points that should be discussed. Do not let your discussion ramble to irrelevant topics. If you fail to cover a topic in the time allowed, go on to the next one anyway. Perhaps later you will finish a topic ahead of schedule and can take time then to complete the unfinished one.

The Training Guide outlines each topic to be covered during the training sessions, gives detailed suggestions for presentation, and includes questions to be used to test the training group. You may wish to make note of additional points which you feel will need special attention.

Make your instructions as appropriate as possible to local conditions. Thus, while using an example cited in the Training Guide, clothe it in terms familiar to your group (e.g., use local place names, etc.). Somewhat similar situations may have arisen in your locality - if so, use these as illustrations. This will help the trainees understand the point under discussion much more quickly. Jot down, at appropriate places in the Training Guide, examples you would like to use, questions you would like to ask the group and special points which should be emphasized.

Do not include unusual situations, which an enumerator seldom meets, in the training session proper. Encourage enumerators to make notes of such situations and bring them to your attention at a separate time. If, during a training session, such a question arises, suggest that the trainee discuss it with you later. Concentrate on getting complete coverage and accurate information about the usual situations.

At each session be sure to go over the "Points to Cover" for that session. It isn't necessary that you follow exactly the "Suggested Presentation". However, when you depart from the outline suggested, make sure to give your group all the information to be covered during the session.

You will note that certain things in the "Suggested Presentation" are marked with an asterisk (*). The asterisk signals things you are to do - i.e., distribute materials, draw a sketch on the blackboard (BB stands for blackboard), etc.

Where a filmstrip is to be shown, precede the showing by statements headed "Point out". These constitute a summary of the filmstrip's content. After the showing, lead a discussion, using the suggested questions (or similar ones) to stimulate discussion and to determine points on which the group may need further instruction.

If a filmstrip cannot be shown for any reason, substitute a discussion for it, based on the material outlined for before and after the showing, as well as your own knowledge of the filmstrip and the script.

4. Participation of trainees

Distribute the Enumerators Manual and samples of the various Census forms to the trainees immediately before the first training session. You should suggest that the trainee study the Manual and forms as early as possible in the training period in order to participate more intelligently in the training group discussions.

During the sessions try to get the trainees to participate in discussion by asking them questions. This guide includes suggestions for such questions, but these may be supplemented with other appropriate ones.

Be sure to word your questions carefully so as to make your meaning quite clear. The response from the group will show whether or not you are getting your meaning across. Avoid leading questions which give an indication of the answer expected. Try not to ask questions requiring simply "yes" or "no" as an answer. If such questions seem necessary, encourage further discussion by following them immediately with such questions as "Why?" or "How?"

Questions keep your group **alert**, provided they are well thought out and provided also that you do not let one person dominate the discussion. Make sure that all members of the group have an opportunity to participate. You will quickly develop skill in handling your specific group and learn which individuals need to be encouraged to keep quiet and which ones need to be encouraged to talk more.

Pause frequently to allow trainees to ask questions, but do not allow the discussion of any point to become so prolonged that other topics will be neglected. If one individual is slow to grasp a point which the others in the group have easily understood, suggest that he discuss that particular point with you later. If a point is raised about a topic to be discussed later, suggest the question be held until the time of that discussion.

5. Sections of Training Guide to be used

All enumerators are to be given the same training for the first two days.

If you are training enumerators who will work only in the large urban centres (e.g., Toronto or Montreal), continue with the Population and Housing discussion as outlined in Section A of the Training Schedule for the 3rd day. The material to be presented to urban enumerators on that day is printed on green paper. If you are training these enumerators, continue through the Guide to the end of the green sheets and stop.

Enumerators in rural and small urban areas will be trained in Agriculture and, in applicable areas, in Fisheries as well. They will be instructed in these topics on the 3rd day. If you are training these enumerators, skip the green pages and follow the last topic of the 2nd day with the beginning of the Agriculture and Fisheries topics.

PART C. THE TRAINING SCHEDULE

| Time | Topic | Pages |
|-------------------|---|--------|
| <u>First day</u> | I Introduction | 6-8 |
| A.M. | II Coverage and maps | 9-12 |
| | III Presentation of forms and questionnaires | 12-15 |
| | IV Where and how many | 16-19 |
| | V Enumeration technique | 20-21 |
| P.M. | VI Basic definitions | 22-28 |
| | VII How to fill out: (a) The Visitation Record | 29-33 |
| | (b) The Population Cards | 34-59 |
| | (c) The Individual Form | 60-61 |
| <u>Second day</u> | VIII Brief review of Population Cards, Visitation Record, etc. | 62-69 |
| A.M. | IX How to fill out the Housing Card | 70-73 |
| | X How to fill out: (a) "Livestock and Products Elsewhere than on Farms" Questionnaire | 74-76 |
| | (b) Veterans Questionnaire | 77-78 |
| | (c) Administrative Forms | 79-80 |
| P.M. | XI Practice enumeration | 81 |
| <u>Third day</u> | A. <u>For enumerators in large urban centres only</u> | |
| A.M. and | XII Review of basic concepts, definitions and methods relating to Population and Housing | 82-83 |
| P.M. | XIII Application of above to particular cases likely to be found in urban areas | 83-87 |
| | B. <u>For enumerators in rural areas and small urban centres</u> | |
| A.M. and | XIV Instruction in Agriculture enumeration (outline to be found on page 88)..... | 88-127 |
| P.M. | XV Instruction in Fisheries enumeration. (separate instructions) | |

PART D. THE TRAINING GUIDE

First day
A.M.

I. Introduction


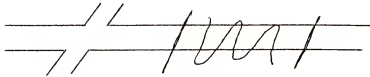
| Points to cover | Suggested presentation |
|--|---|
| <p>1. Purpose of this Census</p> | <p>*Obtain a record of the persons who have reported for training and distribute sample forms. Each trainee should have his copy of the Enumerators Manual at hand at all times during the training sessions.</p> <hr/> <p>The purpose of this Census is to test the forms and procedures which will be used for the whole of Canada in the Census of 1951.</p> <p>This trial Census will resemble a regular census in every respect, except that it will cover only carefully chosen sample areas. It will enable the Bureau of Statistics to improve its preparations for the complete Census of 1951 and ensure the greatest accuracy at minimum cost.</p> |
| <p>2. The enumerator's responsibilities</p> <p>(a) Obtain complete coverage</p> <p>(b) Information should be complete</p> <p>(c) Be polite and courteous</p> | <p>As enumerators, you will have important responsibilities during this trial census. Before proceeding further, I want to point out your major duties.</p> <p>You are to enumerate <u>every person</u> in your sub-district whose usual place of residence is in your sub-district. In addition you will enumerate, in certain instances, which will be explained to you later, households and individual persons who are living temporarily in your sub-district. Housing information is to be obtained from <u>every fifth dwelling</u> in your area according to instructions which will be given later. Every place requiring an Agriculture or Fisheries questionnaire is to be covered. It is most important that you miss no person, dwelling or farm which should be enumerated. In other words, this must be a <u>complete census of your sub-district</u>.</p> <p>You will be responsible for filling out <u>completely</u> all the necessary forms. It is your duty to see that each applicable question on these forms has an accurate entry.</p> <p>As a representative of the Dominion Government, you should always be polite and courteous to those upon whom you call. Conduct your interviews in a friendly, but businesslike manner. Do not waste your own and the respondent's time discussing unrelated topics. On the other hand you must not adopt a brusque or threatening attitude. The success of your interview will depend upon your ability to win the confidence and co-operation of those who have to answer the questions.</p> |

| Points to cover | Suggested presentation |
|--|--|
| (d) Keep information confidential | You are required by law to keep <u>all information confidential</u> . You must never divulge to others information obtained while enumerating either during or after your appointment as enumerator. Completed forms should be kept in a place where other people will not have access to them. You will see in Section 3639 of the <u>Statistics Act</u> , in the appendix of your Manual, that penalties are provided should you fail to follow these regulations. |
| (e) No canvassing | I would remind you, also, that you must not combine your work as Census enumerator with any other occupation. Your whole time must be devoted to the work of enumeration in order that it may be quickly and thoroughly completed. Furthermore, you must not collect, obtain, nor seek to obtain, any information except that which is required to answer the questions contained on the Census questionnaire. |
| (f) How and when to make returns | After each day's work a complete check must be made of all the forms which you have filled in during that day. You will find a check list to aid you in this task on page 7 of your Manual. Let us glance at it quickly. |
| (i) Daily check | <p>* Have the trainees turn to page 7 in the Enumerators Manual. Have each in turn read aloud one of the items while you jot down a key phrase on the blackboard. Thus:</p> <p style="text-align: center;"><u>Daily check</u></p> <ol style="list-style-type: none"> 1. Date on Visitation Record 2. Count white cards, etc. |
| (ii) Final check | <p>Be particularly careful in filling out the Daily Enumeration Record (Form 10). This daily record of time spent in actual enumeration and the number of forms entered will be of special importance to the Bureau in estimating costs, number of enumerators required, etc., for the 1951 Census.</p> <p>When you are certain that the enumeration of your sub-district is complete in every respect, make a final check to see that all forms are complete.</p> |
| (iii) Return completed forms to field supervisor | As soon as you are satisfied that all these forms are complete in every detail, put them in order and return them to me, together with any unused material and your transmittal slip. Details regarding the filling out of the Daily Enumeration Record and Transmittal slips will be discussed later. |

| Points to cover | Suggested presentation |
|--|---|
| 3. Relationship of field supervisor to enumerators | <p>At all times during this trial census I will be available to render what assistance you may need. Do not hesitate to call upon me. You may reach me at phone no. any day between the hours of One question cleared up early in the enumeration may save a great deal of trouble later on.</p> <p>At regular intervals during the period of enumeration I will make it a point of checking on the field the work which you are doing and have already completed. Any problems or difficulties which you have met with up to that time may then be discussed.</p> <p>Within the next few days I will be able to work out a time table of where I will be each day and you will receive a copy for your reference.</p> |
| 4. Outline of the training programme | <p style="text-align: center;">* Distribute copies of the Training Schedule.</p> <hr/> <p>This morning we will talk about maps and boundaries and discuss the procedure for enumerating people and dwellings. We will have a look at the various Census forms and learn something of questioning technique in general.</p> <p>This afternoon we will go into the details concerning Population definitions, forms, etc., while tomorrow morning will be devoted largely to Housing information.</p> <p>Tomorrow afternoon you will have an opportunity to check your knowledge more thoroughly by practice enumeration.</p> <p>The third day will be devoted to particular problems of urban enumeration by those enumerators working in urban areas.</p> <p>Enumerators in rural areas will devote the third day to study of Agriculture (or Fisheries) enumeration.</p> |
| 5. Start on time | <p>Each session <u>must start on time</u>. Please be prompt in assembling. Only in this way will we be able to cover everything in the time allotted.</p> |

II. Coverage and maps

| Points to cover | Suggested presentation |
|--|--|
| <p>1. Method of coverage</p> | <p>* The field supervisor should have a master map of his whole district at hand.</p> <hr/> <p>An enumeration area (or sub-district) is the area for which you as an enumerator will be responsible. As has been stated, you must cover your sub-district <u>completely</u>, going over every road and lane in the rural areas and every street, side-street, lane, alley, or back-yard in the urban areas.</p> <p>Enumerate your area in an orderly fashion. Do not jump here and there within your sub-district. If you do, you will be bound to miss someone.</p> <p>You must enumerate your sub-district completely, but be careful not to visit homes beyond your boundary lines. We don't want enumerators in adjoining sub-districts to be counting the same people.</p> <p>Sometime after your appointment has been confirmed and before the enumeration begins I will arrange to meet with you individually and together we will go over the map of your area and outline the route you should follow.</p> <hr/> <p>* Display before the group the master map, pointing out the boundary lines, marked in red, and showing how the enumerator covers only that side of the boundary line within his own sub-district.</p> |
| <p>2. Boundaries drawn with great care</p> | <p>The boundary lines on your map have been drawn with great care.</p> <p><u>Be sure to observe them carefully.</u></p> <p>When the red line marking the limits of your sub-district lies on a road or creek, or city street, you can assume that the middle of the road or street, or the centre of the creek is where the line should be.</p> |

| Points to cover | Suggested presentation |
|--|---|
| <p>3. Check the description of your sub-district with your map</p> | <p>Each sub-district map carries a description of the boundaries. Read this carefully and check it with the map.</p> <p>If you have any doubts as to where you are to enumerate, or if your map does not appear to follow the description in every detail, let me know at once, in order that we may clear up the matter before you begin to enumerate your area.</p> <p>Exactness in covering the proper territory is fundamental.</p> |
| <p>4. Correcting the map</p> <p>(a) Do <u>not</u> change boundaries</p> <p>(b) A new road or street within your sub-district</p> | <p>Under no circumstance are you to change a boundary on your map. If the map does not follow the description, or if you have any reason to believe the boundaries, as stated, are incorrect, report the matter to me immediately and I will see that the necessary adjustment is made, and the enumerator in the adjoining sub-district notified.</p> <p>Occasionally you may find that changes have been made <u>within</u> your sub-district since your map was drawn. Perhaps a new road has been put through or an old street closed off.</p> <p>If you are certain that you are right, change your map accordingly. If a new road or street has been built, add it on your map, and write in the name like this:</p> <p>* BB</p>  |
| <p>(c) Road or street shown but not now in existence</p> | <p>Sometimes you will find a road or street indicated on your map that is not now in existence; sometimes maps show roads or streets that are contemplated but not built. If you find such on your map, cross it off with a wavy line and use two straight lines to show the ends of your wavy line like this:</p> <p>* BB</p>  |

| Points to cover | Suggested presentation | | | | | | | | | | | | |
|---|---|--|------------|--|--|--------------------------|--|--|--|--|--|--|--|
| (d) Road or street misnamed | <p>If a road or street is misnamed, cross out the incorrect name and write in the new one like this:</p> <p>*BB</p> <table><tr><td></td><td>First Ave.</td><td></td></tr><tr><td></td><td>Middle Street</td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> | | First Ave. | | | Middle Street | | | | | | | |
| | First Ave. | | | | | | | | | | | | |
| | Middle Street | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 5. Marking of maps in farm areas by rural enumerators | Particular instruction concerning the marking of maps in farm areas will be given to rural enumerators during the discussion of the Agriculture Questionnaires. | | | | | | | | | | | | |

Questions for discussion

1. What is an enumeration area or sub-district?

Ans. - The area which one enumerator must cover.

2. If the boundary line on your map follows a road, street, or river, etc., what do you accept as the actual boundary line?

Ans. - The boundary line is in the centre of the river, or middle of the road or street.

3. When do you cover both sides of a street or road and when do you cover only one side?

Ans. - Cover both sides of a street or road which is not a boundary in your sub-district. Cover only the side within your sub-district when the street or road is the boundary of that sub-district.

4. Why would it not be as well to cover both sides of a street at once, going back and forth?

Ans. - There is danger of missing a dwelling or portion of a block if this method is followed.

Questions for discussion - (Concl'd)

5. What use should be made of the written description accompanying your map?

Ans.- It should be used to check the boundaries of the area and to familiarize yourself with its limits.

6. If the boundaries of your map do not seem to represent your area accurately what do you do?

Ans.- See your field supervisor immediately. On no account make any change.

III. Presentation of Schedules

| Points to cover | Suggested presentation |
|--------------------------------|---|
| | <p>* Make sure that each enumerator has before him samples of all the Census forms.</p> |
| 1. Forms to be used | <p>This morning we will have a quick look at all of the forms which you will use. This afternoon and the days following will be spent in studying each form in detail.</p> |
| 2. <u>Population forms</u> | <p>Let us, first of all, look at the forms which deal with Population. The principal forms which you will use in this connection are <u>Form 1</u>, the <u>Visitation Record</u>, and <u>Forms 2</u> and 2A, the <u>Population Cards</u>.</p> <p>* Have trainees examine each form as you speak of it.</p> |
| (a) Visitation Record (Form 1) | <p>The Visitation Record is the <u>first</u> form which you will use. On it you will make an entry for every dwelling which you visit (including closed or vacant dwellings, and dwellings under construction). as well as for every household living in a summer cottage or other temporary habitation.</p> <p>As you see, complete instructions for filling out the Visitation Record are given on the inside cover. For your convenience, also, there is a page showing sample entries. Refer constantly to these instructions, until you are thoroughly familiar with the proper procedure.</p> |

| Points to cover | Suggested presentation |
|---|--|
| <p>(b) "Livestock and Products Elsewhere than on Farms" Questionnaire (Form 6)</p> <p>(c) Irrigation Questionnaire (Form 7)</p> | <p>Form 6 (the "Livestock and Products Elsewhere than on Farms" Questionnaire) <u>may</u> require an entry at any dwelling you visit. We will discuss conditions governing its use tomorrow morning.</p> <p>Form 7 (the Irrigation Questionnaire) will be completed for <u>every irrigated</u> farm you visit. You will find the definition of "irrigated farm" on your questionnaire.</p> |
| <p>5. <u>Fisheries form</u> (Form 8)</p> | <p>Form 8 (the Commercial Fishermen Questionnaire). We will discuss this form in detail during the instruction period set aside for Fisheries.</p> |
| <p>6. <u>Veterans form</u> (Forms 9 and 9A)</p> | <p>Forms 9 and 9A (the Veterans Questionnaire and accompanying envelope) are to be left for each member of the household who saw service in the Armed Forces of <u>any</u> country during World War I or World War II, or both. He is to complete and mail Form 9 within seven days.</p> |
| <p>7. <u>Specimen forms</u></p> | <p>When you receive your complete "Enumerators Kit", you will find in it specimens of each type of Card or Questionnaire. These will be a guide for you to follow in completing your own forms and you will do well to study them carefully. If you find an entry on any specimen form which raises a question in your mind make sure that the point is cleared up during the discussion of that particular topic.</p> |

Questions for discussion

*List forms on BB as answers are given.

1. Which is the first form you will use?

Ans.- The Visitation Record (Form I).

Questions for discussion - (Concl'd)

2. How often will an entry have to be made on the Visitation Record?

Ans.- An entry is required on the Visitation Record for every dwelling visited (including closed or vacant dwellings and dwellings under construction), except unoccupied summer cottages.

3. When will you use the white Population Cards and when, the blue ones?

Ans.- The white Population Card (Form 2) is to be used for every person born before midnight on Sunday, October 23, 1949, who is living in his usual place of residence.

The blue Population Card (Form 2A) is to be used for each member of a household temporarily residing in your sub-district, but who has a permanent home elsewhere. It is also to be used for visitors who do not expect to be enumerated at their usual place of residence.

4. When will you use the Individual Form 3?

Ans.- As a last resort, if it is impossible to arrange a personal interview with the person to be enumerated.

5. When will you use the Housing Card (Form 4)?

Ans.- Housing information will be entered on Form 4 for every fifth dwelling enumerated, as instructed on the back of the form.

6. When do you use the General Farm Questionnaire (Form 5), the Questionnaire for "Livestock and Products Elsewhere than on Farms" (Form 6), and the Irrigation Questionnaire (Form 7)?

Ans.- Form 5 is to be completed for every farm enumerated.

Form 6 may require an entry at any dwelling you visit.

Form 7 will be completed for every "irrigated" farm.

7. What procedure is to be followed with the Veterans Questionnaire (Form 9)?

Ans.- One form is to be left for each member of the household who saw service in the Armed Forces of any country during World War I or World War II, or both. This person will fill in the required information and mail the form, himself, within seven days. The enumerator will fill in and detach the post card at the bottom of the form and mail it immediately.

IV. Where and how many

| Points to cover | Suggested presentation |
|--------------------------------|---|
| 1. Introduction | <p>We have already looked generally at the area which is to be enumerated. Now it is necessary to learn <u>where to look for dwellings</u> <u>where people live</u> and <u>whom to enumerate</u>.</p> |
| 2. Where to look for dwellings | <p>First of all we have already mentioned the necessity for complete coverage of your sub-district.</p> <p style="text-align: center;">_____</p> <p>* Ask: Within one city or town block where would you look for dwelling places where people now live or may live, other than those which you would come upon normally in the course of your enumeration?</p> <p>* List the answers on the BB as they are mentioned by the trainees. If all given below are not mentioned, add the remainder yourself.</p> <p>Ans: (a) Alleys (b) Courts (c) Passageways (d) New streets not shown on map (e) Back yards (f) Houses behind houses (g) Basement, side and rear entrances in both residential and non-residential structures (h) Office buildings (i) Factories, garages, warehouses (j) Churches (k) Apartment buildings (l) Schools (m) Hotels (n) Institutions, missions, etc. (o) Stores and other business places (p) Houseboats, railroad cars, tents, trailers</p> <p style="text-align: right;">) These may) house such) persons as) janitors,) night-watch-) men, staff) members or) the like.)))</p> <p>* Ask: In rural areas, as you cover each road, lane or path, what are some of the things to look for as clues to finding a dwelling place?</p> |

| Points to cover | Suggested presentation |
|-----------------------------|---|
| | <p>* List answers on BB</p> <p>Ans.- (a) Breaks in trees (b) Chimney smoke (c) Mail boxes (d) Lead in wires for telephone lines</p> <p>* Ask: What are some of the places which you might overlook in rural areas?</p> <p>* List answers on BB</p> <p>Ans.- (a) House in a valley or hidden by a thick woods (b) House on a hilltop (c) Lighthouse (d) Other dwellings on a farm, such as those used by hired help, tenant farmers, migratory workers.</p> <p>* Ask: How will you avoid missing these places?</p> <p>Ans.- Ask if there are houses nearby and how they may be reached.</p> |
| <p>3. Whom to enumerate</p> | <p>Now let us consider "Whom to enumerate". In general every person whose home is within your sub-district at the date of the Census should be included in the enumeration. A table for quick reference, giving the details as to whom should and should not be included, is to be found on the inside covers of your Manual. Refer to this table constantly when enumerating. If any question arises as to whether or not a person should be enumerated, you will find the solution there. Let us look at it for a moment.</p> <hr/> <p>* Go over the table <u>Whom to enumerate</u> found on the inside cover of the Enumerators Manual by means of questions such as, "In private homes, will you include servants?" or "Will you include members of the household temporarily in hospital?", etc. Allow trainees to find the required answers on the table, including the type of card to be used.</p> <hr/> <p>You will find further helpful information as to whom to enumerate in your Manual on page 2. Read this section very carefully in your study of the Manual.</p> |

* Have trainees turn to page 2 in the Enumerators Manual and mark Section 3.

Questions for discussion

Keeping in mind the points which we have just discussed, I would like you to tell me, now, how you would enumerate the persons in the following situations which I will outline. Would you treat them as residents in your sub-district and enumerate them on a white Population Card; as temporary residents to be enumerated on a blue card; or as non-residents whom you would not enumerate at all? You may refer to the table Whom to enumerate if necessary.

1. A man, his wife and **three** children have been living in a small single house in your sub-district for many years.

Ans.- They are residents of your sub-district and must be enumerated on a white Population card.

2. You find an elderly lady living with her son and his family. She tells you she has been visiting for the past several months and is leaving to visit her daughter in another city next week. She has no home of her own.

Ans.- She has no usual place of residence, so you must enumerate her on a white Population card as a resident in your sub-district.

3. The respondent tells you that her son is a travelling salesman who is on the road much of the time, but always returns here to his home between trips.

Ans.- A person who is temporarily away in connection with his work should be considered a resident of your **sub-district** and enumerated on your white Population card.

4. You find a man and his wife visiting his relatives. They have been here for a week and intend to leave shortly to return to their home in another province. They are not sure of the exact date of their arrival home, however, and feel that they may be missed in the enumeration of their usual place of residence.

Ans.- These people have a usual place of residence where **they** should be enumerated, but since they are doubtful that they will be included there, you should enumerate them as temporary residents on a blue Population card.

5. In approaching a large house you see the sign "Tourist Home" at the front door. In listing the persons in the house you find there are two maids, one of whom sleeps in, while the other one gets her meals here but goes to her home to sleep.

Ans.- The maid who sleeps in the Tourist Home regularly lives on the premises and should be enumerated there on a white card. The other maid should be enumerated in her own home where she sleeps.

Questions for discussion (concl'd)

6. In this same Tourist Home is a man and his wife who are on a motor trip from the U.S.A. They will be there for a week after which they are returning to their home in the States.

Ans.- These persons will not be enumerated at all. They are only transient guests and not residents of this country.

7. You come upon a house in your sub-district which is located in a college town and find two young students staying there attending college. Their home is a neighbouring village.

Ans.- These students will not be enumerated in your sub-district. They should be included in the enumeration at their own homes.

8. The respondent tells you her husband is in the Air Force and is stationed at a camp where he sleeps.

Ans.- He is a member of the Armed Forces and should be enumerated at the camp where he sleeps.

9. You visit a home where the wife is temporarily in hospital. She is expected home, shortly, with her infant daughter, born since the date on which the census started.

Ans.- The mother is a resident of your sub-district and should be enumerated on a white card. Do not include the baby since she was born after the census date.

10. There is a Home for Incurables in your sub-district with a resident doctor and staff of nurses.

Ans.- You will enumerate all inmates and staff on white cards.

11. A mother tells you that her daughter is a nurse-in-training in the general hospital in your city. However she lives in the nurses residence and is only home in her off-duty hours.

Ans.- The nurse-in-training will be enumerated at the hospital where she sleeps, on a white card.

12. About ten days after you have started your enumeration you visit a home where a father-in-law died just a week before. Will he be enumerated? Why?

Ans.- He will be enumerated because he was alive on the Census date.

V. Enumeration technique

(If for any reason the filmstrip included in this section is not available, proceed with a discussion based on the material below (which should precede and follow the showing), as well as on your own knowledge of the film and the film script).

* Before you show the filmstrip POINT OUT:

1. Earlier this morning we touched briefly on a few aspects of your behaviour as an enumerator. Just now I want you to see a filmstrip which will present more clearly the interviewing situation and your part, as enumerator, in it.
2. No standard pattern can be set for all interviews. The filmstrip can only show a few situations and suggest how you can meet them.
3. The way suggested in the film is not necessarily the only way. If another and possibly better way occurs to you, be sure to mention it during the discussion after the showing.
4. Notice the good approaches and the pitfalls to avoid.
5. Study each picture carefully, listen attentively and try to picture yourself in like situations.

* After you show the filmstrip, lead the group in discussion. To get discussion started, ask the following questions:

1. Which of the techniques suggested did you think were particularly good? - Why?
2. Would you handle any of the situations differently? Why? What would you do in a like case?
3. How do you try to establish a friendly relationship?

Ans.- Discuss briefly some topic of interest to respondent.

4. In so doing, what must you avoid?

Ans.- Unrelated discussion which will waste both your and the respondent's time or controversial topics such as politics, etc.

5. How do you introduce yourself?

Ans.- Show your identification card and say something like this.-
"Good morning, Madam, I am the representative of the Dominion Bureau of Statistics, employed to take the census in this locality. I should like to enumerate you, and the members of your household".

6. What do you do if the respondent states she is too busy at the moment, or is not able to give complete information concerning all members of the household?

Ans.- Make arrangements to call **back** at a more convenient time.

7. Would you ever have anyone accompany you while enumerating?

Ans.- Only an authorized Census employee should accompany you while enumerating. If this is necessary, the respondent should be assured that his presence is authorized.

8. When do you make a call-back?

Ans.- When the household is out for the time being or when only part of the information was obtained on the first call.

9. When, if ever, do you use the telephone?

Ans.- Only to make appointments, arrange for call-backs or to make follow-up calls.

10. How do you handle an interview when a group is present?

Ans.- Request the respondent to answer the questions aside from the group so that the information remains confidential.

11. How do you meet a respondent's objection to answering personal questions?

Ans.- Explain that all information he gives will be kept confidential.

12. What do you do if the respondent wants to start a political discussion?

Ans.- Politely explain that as a Government employee it is illegal for you to discuss politics with him.

13. What do you do if a person refuses to answer your questions?

Ans.- Attempt to meet his objections politely, patiently explaining to him why you need the information. Should he still refuse to give the information, make a note of his name and address and report the matter immediately to me.

14. How do you close an interview?

Ans.- Thank the respondent for his co-operation and proceed to the next place to be enumerated.

| Points to cover | Suggested Presentation |
|---|--|
| | <p>* Each trainee should have his copy of the Enumerators Manual before him.</p> |
| 1. Necessity for complete understanding of Census terms | <p>Before proceeding any further we must consider a few basic definitions used in connection with the Census. A thorough understanding of these terms is essential to your task of enumerating.</p> |
| 2. The <u>structure</u> or <u>building</u> | <p>First of all you must establish clearly in your mind the answer to the question "What is a building or structure?" This seems simple enough on first glance, but you will see that there are difficulties if you have read the definition in your Manual. Let us turn to page 9 and refresh our memories again.</p> |
| (a) Definition | <p>* Read aloud the definition of <u>structure</u> or <u>building</u> found on page 9 of the Enumerators Manual. Give an opportunity for questions concerning the definition.</p> |
| (b) Types - | <p>Turn to page 17 in your Manual and you will easily recognize from the drawings there the various structure or building types.</p> |
| (i) Single | |
| (ii) Duplex or Triplex | <p>* Examine drawings on page 17 of the Enumerators Manual, pointing out the various structural differences between types.</p> |
| (iii) Apartment or suite | <p>* Ask: What type of structure would have open space on all four sides, be used completely for residential purposes, and be occupied by only one housekeeping community?</p> |
| (iv) Double or row | |
| (v) Other | <p>Ans.- A single structure.</p> <p>* Ask: How would you classify a structure with two sets of living premises, divided from roof to cellar by a solid wall?</p> <p>Ans.- As a double structure.</p> |

| Points to cover | Suggested Presentation |
|---|--|
| | <p>* Ask: Supposing a large single home were converted into separate suites, how many buildings would there be?</p> <p>Ans.-One building. It is still all under one roof and with open space on four sides.</p> <p>* Ask: How would it be classified?</p> <p>Ans.-As an apartment building or structure.</p> <p>* Ask: Into what class would you place an occupied trailer found in your sub-district?</p> <p>Ans.-Into "other".</p> |
| <p>3. The <u>dwelling</u></p> <p>(a) Why the term "dwelling"</p> <p>(b) Importance of interpretation.</p> <p>(c) Definition</p> | <p>To distinguish between a "structure" and "dwelling" is your next task. Counting just houses and apartment buildings would not be good enough. As you have seen, they are all sizes and types. Some are built for just one housekeeping community, some for two or more, and others, like apartment buildings, have arrangements for dozens of such. We need, therefore, some kind of unit to count which will more nearly describe these living arrangements. The term "dwelling" or "dwelling unit" is the unit of count which we use for this purpose.</p> <p>Much of the success of the Census rests upon the proper interpretation of the term "dwelling". For the sake of uniformity, certain requirements must be met before living premises may be considered a "dwelling". You must have a clear-cut understanding of these requirements at the very outset, and you must stick to them throughout your enumeration. Otherwise you will upset the whole count of dwellings and defeat one of the main purposes of the Census.</p> <p>Let us see how "dwelling" is defined in your Manual.</p> <hr/> <p>* Read definition of "dwelling" found on page 10 of the Enumerators Manual. Emphasize the fact that to be considered a dwelling, the living premises <u>must be structurally separate</u>.</p> <hr/> |

| Points to cover | Suggested presentation |
|--|---|
| (d) Determine what constitutes a dwelling at beginning of interview. | <p>Some houses have only one family, so there is no question about the dwelling unit. In others 2 or 3 families may be living together or they may be living in entirely separate quarters. You will have to determine what the dwelling unit is and which people live in that one dwelling unit. You must do this at the beginning of the interview so that you will know which people to enumerate as living in one dwelling.</p> <p>Do not ask the respondent if he lives in a dwelling unit. Ask him about the people who live there and their living arrangements. Then you can determine if there is only one or more than one dwelling.</p> <p>Start with such questions as:- How many persons live here? How are they related to each other? Are there other families living here? What are their living arrangements, (i.e., do they have a separate entrance, separate cooking facilities, etc.?)</p> |
| (e) Account for all people and all living quarters in the structure. | <p>Ask about all the people and all the living quarters in the house so that you will not miss any dwelling units or individual persons.</p> |
| (f) Check list for what constitutes a dwelling in a rooming house. | <p>You can be certain that the living quarters which you are enumerating in a rooming house constitute a dwelling if they meet the conditions laid down on page 11 of your Manual.</p> <hr/> <p>* Read carefully the list of conditions from the Enumerators Manual, page 11 listing each on the BB.</p> <hr/> |
| (g) Usual and unusual dwellings | <p>You will have little difficulty determining a dwelling in the ordinary, typical case. Thus a single house would form one dwelling.</p> <hr/> <p>* List - <u>Usual dwellings</u> on BB</p> <p>Single house</p> |

| Points to cover | Suggested presentation |
|--|---|
| <p>(g) Usual and unusual dwellings - Con.</p> | <p>* Follow with other typical cases, as found on page 10 of the Enumerators Manual.</p> <hr/> <p>You will occasionally encounter unusual dwellings, such as a tent, summer cottage or cabins, etc.</p> <hr/> <p>* List in the same manner - <u>Unusual dwellings</u> as found on page 10 of the Enumerators Manual.</p> <hr/> <p>Remember that these unusual dwellings are enumerated <u>only</u> if they are occupied.</p> <p>(h) Hotel and institutional dwellings</p> <p>In the course of your enumeration you may come upon hotels or institutions, which are not dwellings in the ordinary sense of the word. Here, again, your Manual gives explicit directions for the enumeration of such dwellings.</p> <hr/> <p>* Read aloud carefully the instructions found in the Enumerators Manual, page 11 concerning the enumeration of these dwellings. Give an opportunity for questions.</p> |
| <p>4. <u>The household</u></p> <p>(a) Order of enumeration</p> | <p>Having determined your dwelling unit, you have also solved the problem of determining your household, for <u>all the persons living within one dwelling unit constitute a household</u>. Your number of households therefore will be exactly the same as your number of occupied dwellings.</p> <p>(a) Order of enumeration</p> <p>Next you must determine in what order you will enumerate the persons in the household. It is important that you follow the correct order as outlined in your Manual, for in so doing you show the relationships which are necessary for figures on households and families. Let us read that section of the Manual together.</p> <hr/> |

| Points to cover | Suggested presentation |
|--|--|
| | <p>* Turn to page 3 in the Enumerators Manual and read section 3 . Have trainees mark the paragraph in their own copies.</p> |
| <p>The head</p> | <p>The person giving you the information will not necessarily be the head of the household. Your first duty then, is to decide who is the head. Usually it is the person upon whom falls the chief responsibility for maintaining the household. There are, however, a few exceptions to this rule. Let us see what your Manual has to say concerning this.</p> |
| | <p>* Read the section headed <u>Household head</u> on page 12 of the Enumerators Manual.</p> |
| <p>(b) Relationship of second family with-in the household or dwelling</p> | <p>You will often find that one dwelling contains more than one family. <u>You must be careful not to confuse these with separate households.</u> Remember that to have a separate household, you must also have a <u>structurally separate dwelling.</u> Thus if a family or group of persons rent two or three rooms within the dwelling, and use a grill for cooking purposes although they may live apart from the household proper, their living quarters are not structurally separate from the rest of the dwelling. They are therefore a part of the household within that dwelling. The relationship of such persons to the head of the household will be "lodger" or "relative" (i.e., son, daughter-in-law, etc.) as the case may be.</p> |
| <p>(c) Temporary resident household</p> | <p>In certain areas you will find households who are residing there temporarily, but who have a permanent place of residence elsewhere. These are termed "Temporary Resident" households for Census purposes.</p> |
| | <p>* Read page 12 , section 9 of the Enumerators Manual.</p> |
| | <p>We will learn how to deal with these households later this afternoon.</p> |

Questions for discussion

1. What is the essential requirement necessary before living premises may be considered a "dwelling"?

Ans.- To be a dwelling, living premises must be structurally separate.

2. What is the one exception to this requirement?

Ans.- In certain cases two or more dwellings may have a common bathroom.

3. What are the conditions which must be satisfied before living premises in a rooming house may be considered a dwelling or the persons living in them be considered a household?

Ans.- 1. - Entrance to the living quarters directly from the street or from a general hallway or corridor, - that is, not through anyone elses' living quarters.

2. - Living quarters separated from the rest of the house by a door.

3. - Separate housekeeping arrangements maintained, - that is, making of beds, cleaning of floors, etc.

4. - Complete cooking facilities provided for. (Grill or hot-plate not enough to constitute cooking facilities.)

4. How will you enumerate the Superintendent of an institution if he and his family have private accommodation in an institutional building?

Ans.- The private quarters of the Superintendent will be considered a separate dwelling.

5. Define a household.

Ans.- A household includes all persons living in a dwelling irrespective of whether or not they are related to each other by ties of kinship.

6. Who is to be enumerated as household head?

Ans.- The person on whom falls the chief responsibility for the maintenance of the household.

7. Who would be reported as head, however, in a household where the mother, a widow, was supported by her unmarried son?

Ans.- The mother, since she is the parent living with her unmarried child.

Questions for discussion - Concl'd

8. Mr. Warren and his family are residing at their summer home in your sub-district. Their usual place of residence is in the city thirty miles distant. Will you enumerate them? If so, as what type of household will they be classified?

Ans.- Yes. They will be classified as a "Temporary Resident" household.

- - - - -

VII. How to fill out:

(a) The Visitation Record

| Points to cover | Suggested presentation |
|---|--|
| | <p>* Each trainee should have a copy of the Visitation Record, and Population Cards together with the Enumerators Manual, before him.</p> |
| 1. Introduction | Now comes the important task of learning how to fill out the various forms. We will deal with the ones relating to Population first. Having determined what constitutes the dwelling unit and accounted for the people living there, you will begin to fill out your first form, which is the Visitation Record. |
| 2. Why a Visitation Record? | Under the old system of enumerating, a household group was easily discernable on the schedule. The use of a card for each individual, although in many ways easier to use than the old type schedule, makes the proper grouping of households a more difficult task. A correctly entered Visitation Record will serve as a check on your household groups and distinguish between permanent and temporary dwellings. |
| (a) To ensure the proper grouping of households and dwellings | |
| (b) For use as a guide for call-backs, problem cases, etc. | During the enumeration there will be cases where the information cannot be obtained when you call at a household or farm. In other cases only part of the information you need will be obtained from your first visit. The "Remarks" column on the Visitation Record will provide space for you to make a note of these things. |
| (c) To serve as a summary of the day's enumeration | By entering the date in the right hand margin opposite the last line enumerated daily, it will be possible to check the extent of each day's work. |
| 3. How to fill out the Visitation Record | It cannot be emphasized too strongly that you must be very careful to make the proper entries on this Record. An error of any kind, particularly an inconsistency between the Visitation Record and the individual cards, will cause confusion in the office processing and final tabulation. This would be costly not only in terms of time and money, but also in its effect on the quality of the finished work. |
| (a) Great care should be exercised in making entries | |

| Points to cover | Suggested presentation |
|---|---|
| (b) What to include on the Visitation Record. | <p><u>Every dwelling</u> must be listed on the Visitation Record, except unoccupied summer cottages. The instructions on the inside cover of the Visitation Record are explicit on this point, as are those found in your Manual. We will study them now.</p> <hr/> <p>* Read instructions on left hand side of the inside cover of the Visitation Record. Read, also, page 12, section 10 of the Enumerators Manual.</p> <hr/> |
| (c) What to do if there are over 300 dwellings in the sub-district. | <p>You will see that provision has been made for 300 dwellings in one Visitation Record. Should it happen that you have more than this number in your sub-district, obtain a new book from me and change the first digit from "0" to "3", thus you will have "301" instead of "001". Continue this re-numbering until your sub-district is completed.</p> <hr/> <p>* Demonstrate on a copy of the Visitation Record how the change should be made.</p> <hr/> |
| (d) How to fill in each column | <p>Now let us consider the details of filling in each column. These are outlined also on the inside cover of your Visitation Record.</p> |
| (i) The cover and heading entries | <p>When your appointment has been confirmed each of you will be assigned his own territory. You will know then your town District and Sub-district numbers. Be very careful to fill them in correctly, together with your name, etc., on the cover, as well as the individual page headings of your Visitation Record.</p> |
| (ii) List all unincorporated villages, hamlets, etc. | <p>Although unincorporated villages or hamlets are not enumerated as separate sub-districts, data concerning them are often required, apart from the township or parish within which they are enumerated. For this reason it is important that you list every such area within your territory as instructed for Column 1. This separation will facilitate the tabulation of the statistics, and it will have value as a record for historical use in tracing the origin and rise of future towns in the country. You will find a list of the places to be kept separate with the description of your enumeration area. If other hamlets have sprung up in your sub-district</p> |

| Points to cover | Suggested presentation |
|---|---|
| | <p>since these descriptions were written, you should add them to the description, as well as including them on your Visitation Record.</p> <p style="text-align: center;">_____</p> <p>* Read carefully the instructions on <u>How to fill out each column</u> for Col. 1 and succeeding columns. Draw attention particularly to the sample page following the instructions in each Record Book. Give plenty of opportunity for questions.</p> |
| <p>4. When should the Remarks column be used?</p> <p>(a) Everyone too busy</p> <p>(b) No one to give information</p> <p>(c) Individual form left</p> <p>(d) Temporary residents</p> <p>(e) No one at home</p> | <p>You should use the "Remarks" column as a record for your own use regarding call-back reminders, etc. Following are typical cases:-</p> <p>If everyone is too busy to give you any information, make an appointment to call back at a specific time later. Enter "Call-back - 2 p.m. Wed.", etc.</p> <p>If certain information is unknown by the housewife or other respondent (e.g., farm information, specific occupation, etc.), make an appointment to see the person concerned at a later date. Make a note of that person's card number (e.g., Call-back - 7 p.m. Thurs. - Card No. 75).</p> <p>If a landlady can give no information about a roomer who is away at work, you may leave an "Individual Form" to be filled out by the person concerned, provided it is <u>impossible</u> to arrange an interview with that person later. Under no circumstance is this form to be used where a personal interview can be arranged at a suitable time. We will discuss the details of the Individual Form presently. List on your Visitation Record the time at which you will pick up the Individual Form (or Forms) and the number left at any one dwelling.</p> <p>If a household or individual persons within a household (e.g., households sub-letting an apartment, guests, etc.) are staying in the dwelling only temporarily and have a permanent home elsewhere, enter "Temp. Res." in the "Remarks" column with the number of persons in brackets following, (see sample page). <u>Guests who expect to be enumerated in their usual place of residence will not be included.</u></p> <p>If no one is at home, try to find out from neighbours, etc., when would be the best time to find some one in and make a record of this (e.g., OUT - Call back in evening).</p> |

| Points to cover | Suggested presentation |
|-----------------|--|
| | If the household is temporarily residing elsewhere, enter "Closed". |
| | If the dwelling is "vacant" or "under construction" make suitable entry accordingly in the Remarks Column. |

Questions for discussion

1. What dwellings should be listed on the Visitation Record?

Ans.- Every dwelling, including every "closed" or vacant " dwelling, every dwelling "under construction", except unoccupied summer cottages.

2. Living downstairs in a duplex are Mr. Smith, his wife and son, his daughter, son-in-law and their infant son. Upstairs in another apartment are Mrs. James, her daughter and a lodger, Miss Murray.

- (a) Which persons will be listed on the Visitation Record?

Ans.- Mr. Smith and Mrs. James.

The Smith household is enumerated first. What entry will be made in Col. II for these households?

Ans.- A square bracket, starting with the Smith household and ending with the James household.

Mrs. Smith is able to give all the information except the specific occupation of her son-in-law, who will be at home around 7 p.m. that evening.

- (b) What arrangements will you make to find out the son-in-law's occupation?

Ans.- Arrange for a call-back that evening.

- (c) How will you show this on the Visitation Record?

Ans.- Enter "call-back - 7 p.m. - Card No. 82" in Col. VII.

Mrs. James gives the information concerning herself and her daughter, but knows nothing of Miss Murray, a nurse, whose hours at home are very uncertain. She considers it would be impossible to arrange for an interview.

- (d) How will you enumerate Miss Murray?

Ans.- An Individual Form will be left.

- (e) How will this be shown on the Visitation Record?

Ans.- "I.F. left - Pick up Nov. 1" in Col. VII.

Questions for discussion - concl'd

3. What specific types of dwellings are to be listed in the "Remarks" column ?

Ans.- "Vacant" dwellings, "closed" dwellings, and dwellings which are "under construction".

4. Who are "temporary residents"?

Ans.- "Temporary residents" are households or individual persons within a household who are staying temporarily in your area, but who have a permanent place of residence elsewhere. (e.g., households in summer cottages, guests within a household, etc.)

5. Will you enumerate all guests as "temporary residents"?

Ans.- No, only those who are in doubt that they will be enumerated in their usual place of residence.

6. What notation will you make on your Visitation Record concerning "temporary residents"?

Ans.- Enter "Temp. Res." in the "Remarks" column followed by the number of persons in the temporary resident household or by the number of individual persons who are temporarily residing within the household. (e.g. Temp. Res. (3)).

7. Mr. and Mrs. Todd and family have sub-let an apartment in your city for two months. They intend to return to their permanent home sometime in December. How will you list them on the Visitation Record?

Ans.- They will be listed with the permanent dwellings, but marked as Temporary Residents in the Remarks column.

8. Where would you have listed them had they been renting a summer cottage temporarily?

Ans.- If temporarily residing in such a dwelling as a summer cottage, with a permanent home elsewhere, they should be listed in the space reserved for "Temporary dwellings".








9. How would you know how many dwellings you have enumerated on the 3rd day?

Ans.- The number of dwellings entered between the line drawn at the end of the second day and that drawn at the end of the third day.

VII. How to fill out:

(b) The Population Cards

| Points to cover | Suggested presentation |
|--|---|
| <p>1. Purpose of Population Cards.</p> | <p>* Each trainee should have samples of the Population Cards and his Enumerators Manual before him.</p> <hr/> <p>The white Population Card (Form 2), supplemented by the blue Population Card (Form 2A), are the basic forms for the whole Census. Every individual enumerated must be accounted for on either of these two forms. From these cards we will obtain not only the population count for the whole of Canada, but also the detailed information concerning that population, which is of such vital economic and social importance to-day.</p> <hr/> <p>* Read page 13, section 1, of the Enumerators Manual, <u>When to use these cards.</u></p> |
| <p>2. Arrangement of white cards</p> | <p>As you see the white cards have been arranged in sets of 100. You will be supplied with sufficient sets to cover your whole sub-district. If you find that you have too few cards, contact me immediately. They have been numbered consecutively and it is important that they be kept in order. You will enumerate the head of your first household on card No. 1, his wife on card No. 2 and so on until that household is completed. Each succeeding household will follow in order until your area has been completely covered.</p> |
| <p>3. Care of cards</p> | <p>Since these cards must be processed through office machines when you are finished with them, it is imperative that you exercise the greatest care in handling them. They must not be folded, bent or in any way disfigured. Watch the ring holes particularly, that they don't become scuffed or worn. If you spoil a card, merely write "cancelled" across the face of it and proceed with the next card.</p> <hr/> <p>* At this point you will demonstrate to the trainees the method of removing a set of cards from the jacket and placing it in the binder, explaining as you do so,</p> <ol style="list-style-type: none">1. How to place the jacket on the open rings, then, closing the rings to remove the jacket, storing it in a safe place for future use. |

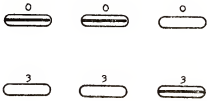
| Points to cover | Suggested presentation |
|--|--|
| | <ol style="list-style-type: none"> 2. How to use the elastic bands, and the method of holding binder when enumerating. 3. How to remove the enumerated set from the binder and replace in jacket. 4. How and when to use the call-back envelope. 5. How to record the cards (removed and returned for call-back purposes) on the outside of the jacket. |
| <p>4. Marking of cards</p> <p>(a) "Mark sense" entry</p> | <p>You have been supplied with a special pen with which to mark your cards. From the mark which you make, an intricate office machine "senses" or is able to tabulate the required information. This method of enumeration simplifies your work, as well as the office processing, but it also means that you must be doubly careful to make the entry correctly in the required oval or space. Your entry should look like this -</p> <p style="text-align: center;">* BB </p> <p>Be very careful that it does not look like this -</p> <p style="text-align: center;">* BB  - too short.</p> <p>or this -</p> <p style="text-align: center;">* BB  - too long</p> <p>or this -</p> <p style="text-align: center;">* BB  - too light</p> <p>or this -</p> <p style="text-align: center;">* BB   - not centered</p> <p>but directly in the centre and touching both ends of the oval like this -</p> <p style="text-align: center;">* BB </p> <p style="text-align: center;">* Have trainees practice making entries on a spare card until they become familiar with the feel of the pen and the size of the oval.</p> |

| Points to cover | Suggested presentation |
|--|---|
| (b) Use of "mark sense" pen | Very explicit instructions regarding the use of your pen are given in your Manual on page 13 . Read them very carefully. The success of your enumeration depends largely on the care with which you follow these instructions. |
| (c) What columns to complete and for whom | All columns on the card are not to be completed for every one enumerated. Your Manual gives very clear instructions on this point. Let us read them. |
| | <hr/> <p>* Read page 14, section 13 in the Enumerators Manual, pointing out the particular columns on the card as you do so.</p> <hr/> |
| (d) Entries other than those provided for in a particular column | Occasionally you will receive an answer concerning an item, for which no "mark sense" oval has been provided. Thus you might have a person of Chinese ethnic origin. In this case write in "Chinese" in the space provided. Be careful that your writing remains within the <u>allotted</u> space. It <u>must not run over</u> any of the "mark sense" ovals. |
| (e) Clear and legible entries | Since these cards are the only permanent record which the Bureau of Statistics will have, you will realize the necessity for <u>clear</u> and <u>legible written entries</u> . |
| 5. When and how to use the "Separation Card" | <p>If for any reason you are unable to enumerate an individual or individuals in proper sequence, use the record form which you will find on the Separation Card, the last card in each set of 100 population cards, separating them from the housing cards.</p> <hr/> <p>* Have trainees turn to this card in their sample sets and read instructions for "Record of cards not in their proper sequence".</p> <p>* Ask - If a card is out of sequence what will you do?</p> <p>. Ans.- Fill out the card immediately following the last person enumerated and fill in the record on the Separation Card.</p> |

| Points to cover | Suggested presentation |
|------------------------------------|--|
| | <p>* Ask - What two numbers will you record on the Separation Card?</p> <p>Ans.- The sequence number of the card out of order and the number of the card which it should have come after.</p> <p>* Ask - How can you avoid having a card out of sequence?</p> <p>* Ans.- Have individual trainees read the various suggestions outlined on the lower half of the Separation Card - "How to avoid having cards out of sequence".</p> <p>* Summarize these points on the BB as they are read, thus,</p> <ol style="list-style-type: none"> 1. Fill out cards in proper order. 2. Better leave too many blank cards than too few. 3. Allot a card for every Individual Form left. 4. Account for <u>every</u> dwelling in a building. 5. Be sure a dwelling is "vacant" or "closed", etc., before enumerating as such. |
| 6. Order in which to ask questions | <p>Each column on the card is numbered consecutively and it is in that order which you must ask your questions. The questions have been arranged in this order purposely and you will obtain the best results by adhering to it.</p> |
| 7. How to word questions | <p>Do not attempt to frame the questions in your own words. Complete instructions for wording questions are given on the back of the Separation Card. Refer to these constantly until you memorize them, so that you will be able to use them automatically in your enumeration. Uniform questioning will give more uniform results and will relieve you of the responsibility of possible misinterpretation.</p> <hr/> <p>* Point out the questions on the back of the Separation Card. Do not take time to read them all at this point, but explain to trainees that you are going to use them as you proceed with the discussion on "Filling in the Card" immediately following.</p> |

| Points to cover | Suggested presentation |
|--|--|
| 8. Filling in the card | <p>* Use the actual questions found on the back of the Separation Card for each item where possible. If the actual question is not set forth, read the statement concerning it.</p> |
| (a) Enumerate head of household first | <p>You have already found out the name of the household head for the purpose of your Visitation Record. He (or she) will be the first person for whom you will fill in a card, regardless of the fact that another member of the household may supply the information.</p> |
| (b) Use a <u>white</u> card for a permanent resident | <p>If the person enumerated is permanently residing in your sub-district, he will be enumerated on a <u>white</u> card (Form 2).</p> |
| (c) Use a <u>blue</u> card for a temporary resident | <p>If, however, the person enumerated is residing only temporarily in your sub-district, with a permanent home, elsewhere, you will use a <u>blue</u> card (Form 2A). This card should be completed in exactly the same manner as a white card, except that there will be no dwelling number and the address, and Questions 3, 4, 6, 7, 8, 10 will refer to the person's usual place of residence.</p> |
| | <p>* Have trainees turn to pages 39-41 in the Enumerators Manual and mark sections 39-41 for careful study.</p> |
| (d) Name (Question 1 (a) and (b)) | <p>Since you already know the name of the head, without further questioning print the surname carefully in the blocks provided. Then print the given name and initials on the next line. Leave a space between the name and the initials.</p> |
| | <p>* As you discuss each item, have trainees follow a sample card, marking it with answers such as he himself might give an enumerator.</p> |
| | <p>* Read the statement for Questions 1 and 3 on the back of the Separation Card, as a guide for obtaining the names and relationship to head, of the remaining members of the household.</p> |
| (e) Address (Question 2) | <p>* Read the statement for Questions 2 and 5 on the back of the Separation Card.</p> |

| Points to cover | Suggested presentation |
|--|---|
| (f) Relation- ship to head of household (Question 3) | <p>Make certain that you have the <u>exact</u> address. In rural areas, particularly, this will not be the post office address. What is required is the actual <u>locality</u> in which the particular dwelling is situated (i.e., street and number, township or parish, unincorporated hamlet or village, or, in western regions, the section, township, range, and meridian).</p> <p>We have discussed this matter to some extent already this afternoon, when speaking of the order of enumeration. I cannot stress too greatly the importance of obtaining and entering the correct information here.</p> |
| | <hr/> <p>* Read page 15 , section 15 of the Enumera- tors Manual.</p> <p>* Ask: What would be the relationship of a married daughter's husband to the household head?</p> <p>Ans.-Son-in-law.</p> <p>* Ask: What would be the relationship of a married son's daughter to the head?</p> <p>Ans.-Granddaughter.</p> <p>* Ask: If a hired man, his wife and daughter are living in the same dwelling as the employer, how would you report their relationship to the head?</p> <p>Ans.-Employee Employee's wife Employee's daughter</p> <p>* Ask: If four unrelated persons are sharing a dwelling on an equal basis, how will you report them in Question 3?</p> <p>Ans.-Report one as head and the other three as partners.</p> <hr/> |

| Points to cover | Suggested presentation |
|--|--|
| <p>(g) Farm household (Question 4)</p> | <p>Urban enumerators are not likely to be troubled by this question. In most cases the answer will be "no" in urban areas. However, <u>an entry must be made for every person enumerated.</u></p> <p>In rural areas, small towns or villages, etc., great care must be exercised to obtain the correct information for this question.</p> <hr/> <p>* Read page 15, section 16 of the Enumerators Manual and the statement for Question 4 on the back of the Separation Card. If yours is a rural area, make certain that your enumerators are clear on this point.</p> <hr/> |
| <p>(h) Household number (Question 5)</p> | <p>You must watch for two things in filling in this item.</p> <p>(1) The <u>household number</u> must be <u>identical with that</u> opposite which the same household head is listed <u>on</u> the <u>Visitation Record</u>.</p> <p>(2) <u>Every column</u> must have an <u>entry</u>. Your third dwelling which is "003" on your Visitation Record, must have an entry thus,</p> <hr/> <p>* Mark sample card and show trainees.</p> <div style="text-align: center;">  </div> <hr/> <p><u>Never</u> leave a column blank. This is one thing which you must watch both while you are enumerating and in your daily check.</p> |

| Points to cover | Suggested presentation |
|---|--|
| <p>(i) Tenure (Question 6)</p> | <p>Up to this point you will fill in every item for every enumerated person. <u>Questions 6 to 8, inclusive, are to be filled in for heads of households only.</u> Thus for every household head, you will ask,</p> <p>_____</p> <p>* Read the inquiry for Question 6, on the back of the Separation Card.</p> <p>_____</p> <p>To be certain that you will mark the correct oval for this item, you must note carefully the instructions in your Manual concerning tenure.</p> <p>_____</p> <p>* Have trainees turn to page 15 , section 18, in the Enumerators Manual and read same.</p> <p>_____</p> |
| <p>(j) Non-farm dwelling (Question 7)</p> | <p>As in Question 6, this inquiry also is to be asked of household heads only. Furthermore it deals with non-farm dwellings only.</p> <p>_____</p> <p>* Ask: How will you know from the questions already asked, if there should be an entry in Question 7?</p> <p>Ans.-If "head" has been entered in Question 3 <u>and</u> if "no" has been marked in Question 4, and an entry has been made in either of the first two ovals of Question 6.</p> <p>_____</p> |
| <p>Value</p> | <p>Question 6 will be your guide as to which column should have an entry in Question 7. If you have marked "<u>owner</u> (non-farm)", ask,</p> <p>_____</p> <p>* Read Question 7(a) on back of the Separation Card.</p> <p>_____</p> |

| Points to cover | Suggested presentation |
|---------------------------------------|---|
| Rent | <p data-bbox="283 253 880 277">If, however, you have marked "tenant (non-farm)", ask,</p> <p data-bbox="329 345 837 387">* Read Question 7(b) on back of the Separation Card.</p> <p data-bbox="283 454 971 519">In order to assist the respondent in answering these questions you must be familiar with the exact requirements. Let us read the instructions on this point carefully.</p> <p data-bbox="329 588 860 630">* Read page 16 and 17, sections 19 and 20 of the Enumerators Manual. Allow time for Questions.</p> |
| (k) Type of structure (Question 8) | <p data-bbox="283 718 958 782">We have already defined "structure" and had a look at the various types. When you have determined the proper type mark the correct oval, once more <u>for heads of households only</u>.</p> <p data-bbox="329 849 837 891">* Read statement concerning Question 8 on back of the Separation Card.</p> |
| (l) Sex (Question 9) | <p data-bbox="283 964 926 1051">Note that Questions 9 to 18, inclusive, must be marked for every person enumerated. However, the only time you will need to <u>ask</u> Question 9 is when the sex cannot be inferred either from the name or from the relation to the head.</p> <p data-bbox="329 1118 837 1160">* Read page 18, section 22, of the Enumerators Manual.</p> |

| Points to cover | Suggested presentation |
|---|---|
| (m) Marital status (Question 10) | <p>Your Manual has very explicit instructions on this point. Let us read them.</p> <hr/> <p>* Read page 18, section 23 of the Enumerators Manual. Also refer to the method of questioning given for Question 10 on the back of the Separation Card.</p> <hr/> |
| (n) Age at last birthday (Question 11) | <p>Age at last birthday refers to the age in completed years. Certain problems may arise in regard to the enumeration of this question. Let us read the instructions in your Manual concerning it.</p> <hr/> <p>* Read page 19 , section 24, of the Enumerators Manual.</p> <p>* Ask: How would you word the question concerning age at last birthday?</p> <p>Ans.- As stated on the back of Card 101, namely "What was 's age at his last birthday?</p> <p>* Ask: If the respondent replies that her son is only 7 months and 10 days old, what will your entry be?</p> <p>Ans.- 0-0 in the first two columns and "7" in the first section of the column to the right.</p> <p>* Ask: What question will you ask after you have enumerated what appears to be the youngest person in the household?</p> <p>Ans.- "Is this the youngest person in the household for whom family allowance is paid?"</p> <p>* Ask: If the answer is "yes" what will be your procedure?</p> <p>Ans.- Mark the oval in the centre section of the right hand column for this item.</p> |

| Points to cover | Suggested presentation |
|---------------------------------------|---|
| | <p>* Ask: How will you mark the age of a person who is 101 years of age?</p> <p>Ans.- Mark 9 - 9 in the left hand columns and write in the exact age in the right hand column.</p> <hr/> <p>Here again you must be careful to mark <u>both</u> the necessary columns. Thus if a person is "8" years old, the entry must be <u>08</u> not just "8". Watch for this also in your daily check.</p> <hr/> <p>(o) Years of schooling (Question 12)</p> <p>* Read Question 12 on the back of the Separation Card. Read also page 19, section 25 of the Enumerators Manual.</p> <p>* Ask: If respondent replies "Well, I went as far as Grade VIII", what will your entry be in column 12?</p> <p>Ans.- No entry can be made until you have found out the actual number of years the person enumerated has attended school.</p> <hr/> <p>It should not be too difficult to get a correct entry here. As you see, certain years are grouped as 1-4, 5-8. Thus, if an elderly person, for example, cannot recollect the exact number of years he attended school, he will probably have an approximate idea and reply "Oh, about 6 or 7 years". In which case you will mark the oval "5-8". Should the answer cut across two groups (e.g., "4 or 5 years") you will need to question the respondent further.</p> <hr/> |
| <p>(p) Religion (Question 13)</p> | <hr/> <p>* Read Question 13 on the back of the Separation Card.</p> <p>* Read also page 20, section 26 of the Enumerators Manual.</p> <p>* Ask: What entry will you <u>make</u> in this column to the reply "Protestant" or "Christian"?</p> <p>Ans.- None. Ask the respondent to state the specific denomination he belongs or adheres to.</p> |

| Points to cover | Suggested presentation |
|--|---|
| | <p>* Ask: What will you do if the specific denomination is not mentioned on the card?</p> <p>Ans.- Write it in, in the space provided.</p> <p>-----</p> <p>Question 14 deals with "ethnic origin". You may be wondering what the term "ethnic origin" means. Again we will find the answer in the Manual.</p> <p>-----</p> <p>* Read page 20, section 27 of the Enumerators Manual.</p> <p>-----</p> <p>Now let us consider how we will ask this question and what our own response to such a question would be.</p> <p>-----</p> <p>* Read Question 14, on the back of the Separation Card. Have each enumerator determine what entry he should make for himself, as he has been doing in each of the preceding questions.</p> <p>* Ask: If a person's father is Swedish and his mother is English, what will be his ethnic origin?</p> <p>Ans.- Swedish.</p> <p>* Ask: If a person's father is English and his mother is Swedish, what will be his ethnic origin?</p> <p>Ans. English.</p> <p>-----</p> |
| <p>(q) ethnic Origin (Question 14)</p> | <p>Do not confuse the question concerning official language with Mother Tongue. You will ask <u>only</u> at this point "Does speak English?" "Does speak French?"</p> <p>-----</p> <p>* Read page 22, section 28 of the Enumerators Manual.</p> <p>-----</p> |
| <p>(r) Official language (Question 15)</p> | |

| Points to cover | Suggested presentation |
|---|---|
| <p>(s) Mother Tongue (Question 16)</p> | <p>What is meant by the term Mother Tongue? We will find the answer in the Manual on page 22.</p> <hr/> <p>* Read page 22 , section 29 of the Enumerators Manual which defines "Mother Tongue".</p> <hr/> <p>You will notice that there is here outlined a list of possible answers which you may get in response to this inquiry. Refer to it particularly for your "write-in" entries.</p> <p>You should have no difficulty getting the proper response if you follow the correct wording as given on the back of the Separation Card for this Question.</p> <hr/> <p>* Have one of trainees read Question 16 on back of the Separation Card.</p> |
| <p>(t) Place of birth (Question 17)</p> | <p>Now we come to an item which may require several questions to get the proper answer.</p> <hr/> <p>* Read Question 17 on the back of the Separation Card.</p> <hr/> <p>You must study your Manual carefully on this point. Let us read it together.</p> <hr/> <p>* Read page 23 , section 30 of the Enumerators Manual.</p> <p>* Ask: What entry will you mark for a person who was born in territory which before the war was part of Finland, but is now a part of Russia?</p> <p>Ans.- Russia.</p> |

| Points to cover | Suggested presentation |
|---|--|
| | <p>* Ask: If the person is uncertain of what name to give the country of his birth due to recent boundary changes, what entry will you make?</p> <p>Ans.- The name of the province or state or nearest city.</p> |
| <p>(u) Country of allegiance</p> <p>(Question 18)</p> | <p>You will ask at this point Question 18, on the back of the Separation Card.</p> <p>* Have a trainee read the question.</p> <p>You must be prepared to give the uncertain respondent some help with this particular question. You must study your Manual thoroughly concerning this point as you will be called upon often to make decisions covered by the instructions therein.</p> <p>* Read, and have trainees mark, page 24 , section 31 of the Enumerators Manual.</p> |
| <p>(v) Period of immigration to Canada</p> <p>(Question 19)</p> | <p>You will ask this question only in the case of persons born outside of Canada.</p> <p>* Read Question 19 found on the back of the Separation Card.</p> <p>* Read, also, page 26 , section 32 of the Enumerators Manual.</p> |
| <p>(w) War Service</p> <p>(Question 20)</p> | <p>You will note that Items 20 to 31 inclusive apply only to persons 14 years of age and over. No ovals should be marked or entries of any kind made for any person under 14 years of age.</p> |

| Points to cover | Suggested presentation |
|--|--|
| <p>9. How to fill out Occupations and Earnings section of the Population Card</p> <p>(a) Labour Force Questions (Questions 21-24)</p> <p>(i) How to ask these questions</p> <p>(ii) Order in which these questions are to be asked</p> <p>(iii) Period of time to which questions refer</p> <p>(iv) Check for consistency between replies to questions</p> | <p>* Read inquiries necessary for Question 20 found on the back of the Separation Card.</p> <p>* Read, also, page 26, section 33 of the Enumerators Manual.</p> <hr/> <p>I would remind you here, that if the person enumerated saw service in the armed forces of <u>any country</u> in either World War I or II or both, you must leave a Veterans Questionnaire for him. Details regarding the use of this card will be discussed to-morrow.</p> <p>This section (Questions 21 to 31) deals <u>only</u> with persons 14 years of age and over. Great care must be taken to obtain <u>exact</u> replies to these questions.</p> <p>Questions 21 to 24 are to be asked as worded, except when interviewing the person actually concerned.</p> <p>In that case you will say "What <u>were you</u> doing during the week ending Oct. 22nd?" instead. The other three questions would be changed similarly.</p> <p>Questions 21 to 24 <u>must be asked in the order in which they appear</u> on the Population Card. The reason for this is that whether or not you ask one or more of Questions 22, 23 or 24 depends on the reply given to the preceding questions. Ask Questions 22, 23 and 24 in turn, until you <u>obtain</u> the first correct "yes" answer. On satisfying yourself that the "yes" is correct, mark it in the proper oval for that question and skip the remaining one or two questions, as the case may be.</p> <p>Questions 21 to 24 <u>all</u> refer to the week preceding October 22nd and <u>not</u> to the week preceding the date on which you are enumerating a given person.</p> <p>The response given to Question 21 should in all cases indicate <u>the most important activity</u> of the person for the week ending October 22nd. Questions 22, 23 and 24 are only intended to bring out a secondary activity for that period.</p> |

| Points to cover | Suggested presentation |
|--|---|
| (v) Study Manual | You must study your Manual carefully for the exact meaning of these questions, particularly of the terms (a) to (h) appearing in Question 21. |
| (vi) "Working" or "Permanently unable or too old to work" | <u>Never</u> ask Questions 22, 23 or 24 when the person's chief activity for the week ending October 22nd is either "working" or "Permanently unable or too old to work". |
| (vii) What was this person doing during the week ending Oct. 22nd? (Question 21) | You will ask Question 21 in this manner. "What was this person (or what were you) doing <u>mostly</u> during the week ending October 22nd?" If the respondent is not certain what you mean, you should explain that the purpose of this question is to determine whether during the week ending October 22nd the person was mostly engaged in "working" (at some particular job), "looking for work", "keeping house", "going to school" or "had a job but did not work at it during the week", was "permanently unable or too old to work", was "retired or voluntarily idle", or was mostly doing something else. |
| | <p style="text-align: center;">-----</p> <p style="text-align: center;">* Read from the Enumerators Manual the main definitions for each of these terms (pages 27-33). Impress upon the trainees the necessity for careful study of the detailed description of the terms given in the Manual.</p> <p style="text-align: center;">-----</p> |
| (viii) When a person reports two or more activities | If a respondent gives you two or more activities in reply to Question 21, then ask him which one he considers to be the most important and if no decision can be made on that basis then ask at which activity he spent most of the time during the week ending October 22nd. In all cases only one oval must be marked in reply to Question 21. If the secondary activity is one of "working", "Looking for work" or "Had a job but did not work at it" then it should be marked as such in either of Questions 22, 23, or 24 in the case of all persons to whom these questions are applicable. |
| (ix) In addition, did this person do any work for pay, profit | <p>Do not ask this question if you marked either (a) or (b) in Question 21 as the chief activity of the person for the week ending October 22nd.</p> <p>Question 22 is designed to indicate whether or not a person also worked during the week ending October 22nd in addition to the chief activity reported for this period in Question 21.</p> |

| Points to cover | Suggested presentation |
|--|--|
| <p>(ix) <u>concl'd</u> or unpaid family work on a farm or in a business? (Question 22)</p> | <p>Mark "yes" if the person worked one hour or more during the week for pay or profit or as an unpaid family worker on a farm or in a business. Note, however, that special care should be taken with <u>female unpaid family workers on farms</u>, who are principally engaged in keeping house and, hence, marked in the oval "keeping house" (Question 21). These are to be marked as "yes" in Question 22 <u>only</u> if they devoted one hour or more during the week ending October 22nd definitely to farm work as distinct from housework and household chores.</p> <p>It should be pointed out that many people who were chiefly engaged in such activities as "Keeping house", "Going to school", etc., during this week, also may have done work for pay or profit or unpaid family work on a farm or in a business as well. Similarly people on vacation during the week may have worked a few hours at a job other than their regular one during this period. Such persons should be marked "yes" in Question 22.</p> <p style="text-align: center;">-----</p> <p>* Have three tainees read in turn the examples of such cases cited in the Enumerators Manual, pages 33 and 34.</p> <p style="text-align: center;">-----</p> |
| <p>(x) Did this person look for work? (Question 23)</p> | <p>Do not ask this question if you marked (a), (b), or (c) in Question 21 or "yes" in Question 22.</p> <p>It is quite probable that a person who had a job at which he did not work during the week ending Oct. 22nd, because of holidays, illness, etc., might have been looking for a new job. Similarly a person going to school might have been looking for a part time or full time job. The same may be true of persons reporting "Retired and voluntarily idle" or "Other" in Question 21. Such persons should be marked "yes" in Question 23.</p> |
| <p>(xi) Did this person have a job but was not at work? (Question 24)</p> | <p>Do not ask this question if you marked (a), (b), (c), or (d) in question 21 or "yes" in Questions 22 or 23.</p> <p>A person whose chief activity for the week ending October 22nd in so far as Question 21 is concerned, was "Keeping house", "Going to school", etc., might also have a job at which, for one reason or another, he (she) did not work. Such persons should be marked "yes" in Question 24.</p> |

| Points to cover | Suggested presentation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------------|-----------------|---------------------|--|----|-------------|--|----|-------------|--|----|-----|--|----|-----|------|-----------------|---------------------|--|----|------------------|--|----|------------------|--|----|--------------|--|----|-----------------|--|--|---------------|------|-----------------|---------------------|--|----|---------------------|--|----|-----|--|----|-------------|--|----|-----|
| (xi) Sample cases relating to Questions 21-24 | <p>* Ask: What ovals would you mark in Questions 21, 22, 23, and 24 in the following cases:</p> <p>A. For a person 25 years of age who was working at a regular occupation during the week ending Oct. 22nd.</p> <table><tr><td>Ans.</td><td><u>Question</u></td><td><u>Ovals marked</u></td></tr><tr><td></td><td>21</td><td>(a) Working</td></tr><tr><td></td><td>22</td><td>Leave blank</td></tr><tr><td></td><td>23</td><td>" "</td></tr><tr><td></td><td>24</td><td>" "</td></tr></table> <p>B. For a 13-year old boy regularly attending school who works as a grocery delivery boy every Saturday.</p> <table><tr><td>Ans.</td><td><u>Question</u></td><td><u>Ovals marked</u></td></tr><tr><td></td><td>21</td><td>No entries what-</td></tr><tr><td></td><td>22</td><td>soever are to be</td></tr><tr><td></td><td>23</td><td>made for any</td></tr><tr><td></td><td>24</td><td>person under 14</td></tr><tr><td></td><td></td><td>years of age.</td></tr></table> <p>C. For a person 18 years of age attending university who worked as a sales clerk on Oct. 20th.</p> <table><tr><td>Ans.</td><td><u>Question</u></td><td><u>Ovals marked</u></td></tr><tr><td></td><td>21</td><td>(f) Going to school</td></tr><tr><td></td><td>22</td><td>Yes</td></tr><tr><td></td><td>23</td><td>Leave blank</td></tr><tr><td></td><td>24</td><td>" "</td></tr></table> | Ans. | <u>Question</u> | <u>Ovals marked</u> | | 21 | (a) Working | | 22 | Leave blank | | 23 | " " | | 24 | " " | Ans. | <u>Question</u> | <u>Ovals marked</u> | | 21 | No entries what- | | 22 | soever are to be | | 23 | made for any | | 24 | person under 14 | | | years of age. | Ans. | <u>Question</u> | <u>Ovals marked</u> | | 21 | (f) Going to school | | 22 | Yes | | 23 | Leave blank | | 24 | " " |
| Ans. | <u>Question</u> | <u>Ovals marked</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 21 | (a) Working | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 22 | Leave blank | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 23 | " " | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 24 | " " | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ans. | <u>Question</u> | <u>Ovals marked</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 21 | No entries what- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 22 | soever are to be | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 23 | made for any | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 24 | person under 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | years of age. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ans. | <u>Question</u> | <u>Ovals marked</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 21 | (f) Going to school | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 22 | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 23 | Leave blank | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 24 | " " | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (b) Questions 25-29 Class of worker, firm name, industry and occupation | <p>Questions 25 to 28 must be completed for all persons reported as:</p> <p>(1) "Working", "Looking for work", or "Job but not at work" (i.e., (a), (c) and (d)) in Question 21. or</p> <p>(2) "Yes" in Questions 22, 23, or 24.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Points to cover | Suggested presentation |
|--|--|
| (i) Looking for work but never had a job | The only exception to the rule above is in the case of a person, reported as "looking for work" in Question 21 or as "yes" in Question 23, who never had a job. In such a case write "none" in Question 26 and leave Questions 25, 27 and 28 blank. |
| (ii) Class of worker (Question 25) | Definitions of "Wage-earner", "Own-account", "Employer" and "No pay" are given in your Manual. We will study them now. |
| | <p style="text-align: center;">* Read pages 35-37, section 35(a), of the Enumerators Manual. Give time for questions.</p> |
| (iii) Firm name (Question 26) | <p>Every person reported as "(a) working" or "(d) job but not at work" in Question 21 or as "yes" in Question 22 or 24 must be either working for himself or for someone else. In other words he must either be operating his own business, farm, store, trade, profession, etc., with or without the aid of paid or unpaid help, or else be working for someone who is operating such a business, farm, etc. In some cases this store, factory, association, bank, restaurant or other business is operated under a firm name and in other cases it is not. It is necessary to enter the firm name in Question 26 whenever a firm name does exist and the name of the person who operates this business in all other cases.</p> |
| | <p style="text-align: center;">* Read page 37, section 35(b), of the Enumerators Manual.</p> |
| (iv) looking for work | <p>Persons reported as "(c) Looking for work" in Question 21 or as "yes" in Question 23 may have been working at some time prior to the week ending Oct. 22nd. In such cases report the firm name or name of the person where or for whom they worked last. On the other hand, those looking for work who never had a job should be reported as "none" in Question 26.</p> |
| | <p style="text-align: center;">* Place on BB the following summary.</p> |

| Points to cover | Suggested presentation | | | | | | | | | |
|---|--|---------------------------------------|--|---|---|--|---|---|-------------|--|
| | Summary of Entries Required in Question 26 | | | | | | | | | |
| (v) Summary of entries required in Question 26 | <table><tr><th>If Reported in Questions 21 to 24 as:</th><th>Then The required entry in Question 26 is:</th></tr><tr><td>A. Any one of: (a) Working (Question 21) (d) Job but not at work (Question 22) "yes" (Question 24)</td><td>) Name of firm) (If business has a name)) Name of owner or operator) (If business does not have a name)</td></tr><tr><td>B. Either one of: (c) Looking for work - Question 21 "yes" - Question 23</td><td>Same as for A (If person worked before) The word "None" (If person never worked)</td></tr><tr><td>C. All entries other than shown in A. or B.</td><td>Leave blank</td></tr></table> | If Reported in Questions 21 to 24 as: | Then The required entry in Question 26 is: | A. Any one of: (a) Working (Question 21) (d) Job but not at work (Question 22) "yes" (Question 24) |) Name of firm) (If business has a name)) Name of owner or operator) (If business does not have a name) | B. Either one of: (c) Looking for work - Question 21 "yes" - Question 23 | Same as for A (If person worked before) The word "None" (If person never worked) | C. All entries other than shown in A. or B. | Leave blank | |
| If Reported in Questions 21 to 24 as: | Then The required entry in Question 26 is: | | | | | | | | | |
| A. Any one of: (a) Working (Question 21) (d) Job but not at work (Question 22) "yes" (Question 24) |) Name of firm) (If business has a name)) Name of owner or operator) (If business does not have a name) | | | | | | | | | |
| B. Either one of: (c) Looking for work - Question 21 "yes" - Question 23 | Same as for A (If person worked before) The word "None" (If person never worked) | | | | | | | | | |
| C. All entries other than shown in A. or B. | Leave blank | | | | | | | | | |
| (vi) Industry (Question 27) | <p>It can not be emphasized too strongly that a person reported as "working" or "Job but not at work" in either of Questions 21, 22, or 24 or as "Looking for work" in Question 21 or 23 who had worked before, can not be properly classified according to the type of industry unless the enumerator reports, in addition to the branch of industry, the <u>specific</u> product or service. This would include the actual product processed, grown, mined, sold, repaired; the transport, communication, or storage facilities provided, or the medical, educational, personal, etc., services rendered in the establishment which the person operates or in which he is employed.</p> <p>Note that the product, facility, service, etc; together with the branch of industry, reported as a description of the industry in each case must be that of the establishment which the person operates or in which he is employed and not of the particular department of the establishment in which he happens to work.</p> | | | | | | | | | |

| Points to cover | Suggested presentation | | | | | | | | | | |
|---|--|--------------------|------------------|-----------------------|--|-------------|--|---------------------|---|----------------|---|
| | <p>* Have trainees mark page 38, section 35(c), of the Enumerators Manual for careful study.</p> <hr/> <p>* List on BB samples of adequate and inadequate entries in Question 27, as outlined below.</p> <p>Examples of Inadequate and Adequate Entries in Question 27.</p> <table> <tr> <th>Inadequate Entries</th><th>Adequate Entries</th></tr> <tr> <td>Shoes or shoe company</td><td> (Retail shoe store (Wholesale shoe store (Shoe repair shop (Rubber shoe manufacturing (Leather shoe manufacturing </td></tr> <tr> <td>Repair shop</td><td> (Auto repair shop (Jewellery repair shop (Shoe repair shop (Radio repair shop (Welding shop (Railway repair shop (Bicycle repair shop </td></tr> <tr> <td>Metal manufacturing</td><td> (Sheet iron manufacturing (Iron manufacturing (Steel castings manufacturing (Copper rolling mill </td></tr> <tr> <td>Transportation</td><td> (Water transportation (Cartage and transfer (Taxicab transportation (Street railway transportation (Steam railway transportation (Air transportation </td></tr> </table> | Inadequate Entries | Adequate Entries | Shoes or shoe company | (Retail shoe store (Wholesale shoe store (Shoe repair shop (Rubber shoe manufacturing (Leather shoe manufacturing | Repair shop | (Auto repair shop (Jewellery repair shop (Shoe repair shop (Radio repair shop (Welding shop (Railway repair shop (Bicycle repair shop | Metal manufacturing | (Sheet iron manufacturing (Iron manufacturing (Steel castings manufacturing (Copper rolling mill | Transportation | (Water transportation (Cartage and transfer (Taxicab transportation (Street railway transportation (Steam railway transportation (Air transportation |
| Inadequate Entries | Adequate Entries | | | | | | | | | | |
| Shoes or shoe company | (Retail shoe store (Wholesale shoe store (Shoe repair shop (Rubber shoe manufacturing (Leather shoe manufacturing | | | | | | | | | | |
| Repair shop | (Auto repair shop (Jewellery repair shop (Shoe repair shop (Radio repair shop (Welding shop (Railway repair shop (Bicycle repair shop | | | | | | | | | | |
| Metal manufacturing | (Sheet iron manufacturing (Iron manufacturing (Steel castings manufacturing (Copper rolling mill | | | | | | | | | | |
| Transportation | (Water transportation (Cartage and transfer (Taxicab transportation (Street railway transportation (Steam railway transportation (Air transportation | | | | | | | | | | |
| (vii) Two or more products made, grown, sold, etc., by an establishment | <p>If an establishment manufactures, sells, etc., two or more products, provides two or more facilities, renders two or more services, etc., which are or are not of a related nature, then report the one which describes the operations, activities, or nature of the establishment most accurately.</p> | | | | | | | | | | |

| Points to cover | Suggested presentation |
|---|--|
| | <p>* Ask: If a respondent says that her husband works in a small store which handles both meat and groceries, what will you enter in Question 27?</p> <p>Ans: Retail meat and grocery store.</p> <p>*Using the chart which appears below, ask questions similar to that above.</p> |
| Products, made, sold, etc., etc. | Correct entry for industry in Question 27 is: |
| (a) A drug store, selling to the public, also handles a small quantity of photographic equipment. | Retail drug store |
| (b) A factory produces farm machinery but occasionally turns out some ammunition. | Farm implements mfg. |
| (c) A small store handles both meat and groceries | Retail meat and grocery store. |
| (d) A retail store handles a wide variety of goods in large quantities | Retail department store |
| (e) A farmer chiefly growing wheat also grows some oats and barley and has a few head of livestock. | Wheat farming |
| (f) The Canadian National Railway operates in addition to the steam railway, steamships, hotels and railway repair shops. | <p>Canadian National Railway Transportation (Entry for all railway employees)</p> <p>Hotel service (Entry for all hotel employees)</p> <p>Water transportation (Entry for all steamship employees)</p> <p>Railway repair shops (Entry for all railway repair shop employees)</p> |

| Points to cover | Suggested presentation | |
|------------------------------------|--|--|
| (viii) Occupation (Question 28) | <p>(g) A street railway also operates some buses to supplement its city service.</p> <p>(h) Canadian Industries Ltd., (C.I.L.) operates several separate establishments, each of which manufactures a different product or group of related products.</p> | <p>Street railway transportation. (Entry for all street railway and bus employees)</p> <p>Paint and varnish manufacturing (Entry for all employees working for Canadian Industries Ltd., in the establishment located at Castlefield and Ronald Ave., Toronto as well as at 6930 Clanranald, Montreal).</p> <p>Fabrikoid manufacturing (Entry for all employees working for this firm located in New Toronto)</p> <p>Fertilizers manufacturing (Entry for all employees working for this firm located at 1490 Marlborough, Montreal)</p> |
| | <p>An <u>exact description</u> of the individuals' duties or work must be given. Such terms as "factory worker" or "factory employee" are much too vague for our purposes. If such a response is given ask "What specific job does he (or she) do at the factory?" You should then get such responses as "drill press operator, metal polisher, envelope maker, paper cutter, armature winder, etc."</p> <p>* Following are other typical inadequate and adequate occupation entries. Use them in your discussion of this topic.</p> | |
| | Inadequate Occupation Entries | Adequate Occupation Entries |
| | (a) Mechanic | <p>Auto mechanic Dental mechanic Radio mechanic Refrigeration mechanic Battery repairman Office machine serviceman etc.</p> |

| Points to cover | Suggested presentation |
|-----------------|--|
| | <p><u>Inadequate Occupation Entries</u> <u>Adequate Occupation Entries</u> (Concluded)</p> <p>(b) Fireman Locomotive fireman Boiler fireman City fireman Marine fireman Tipple fireman Etc.</p> <p>(c) Teacher Public school teacher High school teacher University professor Music teacher Physical training instructor Etc.</p> <hr/> <p>* more complete details concerning occupation entries are found on pages 40 and 41 section 35(d) of the Enumerators Manual. Have trainees mark this for special study.</p> <hr/> <p>(ix) Usual occupation or chief activity during the past 12 months (Question 29)</p> <p>This question has reference to the usual occupation or chief activity of the individual for the <u>past 12 months</u>, whereas Question 21 and Question 28 have reference only to a period of one week ending October 22nd. Be sure to fill in this question for every person 14 years of age and over, and not just those for whom you filled in Questions 25 to 28.</p> <hr/> <p>* Read page 42, section 36, of the Enumerators Manual for specific instruction concerning this entry.</p> <hr/> <p>(x) Sample cases relating to Questions 25-29</p> <p>* Ask: What entries would you make in Questions 25 to 29 in each of the following cases:</p> <p>A. Mr. A. Brown operates a small cash and carry grocery store, known as Brown's Grocery Store. Mr. Brown's son who is a draughtsman for J.J. Construction Co. was on vacation during the week of Oct. 22nd and helped his father in the store as a sales clerk.</p> |

| Points to cover | Suggested presentation | | |
|---|---|-----------------|--|
| | Ans: | <u>Question</u> | <u>Ovals marked or entries made for the father</u> |
| | | 25 | Own account |
| | | 26 | Brown's Grocery Store |
| | | 27 | Retail grocery store |
| | | 28 | Proprietor |
| | | 29 | Retail grocery store proprietor |
| | | <u>Question</u> | <u>Ovals marked or entries made for the son</u> |
| | | 25 | No pay |
| | | 26 | Brown's Grocery Store |
| | | 27 | Retail grocery store |
| | | 28 | Sales clerk |
| | | 29 | Draughtsman |
| (c) Questions 30 and 31 - Weeks worked and earnings | Ask Questions 30 and 31 only if the person is marked "wage-earner" in Question 25. | | |
| (i) Weeks worked during past 12 months (Question 30) | In asking the question "How many weeks did you work as a wage-earner in the past 12 months?", be sure to point out that time with pay used for vacation or sick leave purposes should be added to the time actually worked as a wage-earner in order to determine the total weeks worked during this period. On the other hand time worked as an employer, own account, or unpaid family worker must not be included in calculating the total weeks worked for purposes of Question 30. | | |
| (ii) Earnings for the past 12 months (Question 31) | Report total earnings for all persons marked "Wage-earner" in Question 25. Total earnings must include all money received in the form of wages, salary, commission, piece rate, or tips. Do not include as earnings the value of room and board. | | |
| | Earnings are to be calculated only for the weeks reported in Question 30. | | |
| | <hr/> <p>* Read page 44 , sections 37 and 38, for complete instructions regarding the above questions.</p> <hr/> | | |

| Points to cover | Suggested presentation | | | | | | | | | | | |
|---|---|---|--|------|------------------|---------------------|--|----|---------|--|----|---|
| (iii) Sample case relating to Questions 30 and 31 | <p>* Ask: What ovals would you mark in Questions 30 and 31 in the following case?</p> <p>A school teacher who taught the full school term and received \$2825 a year but had deductions of \$9.80 per month for superannuation purposes.</p> <table><tr><th>Ans:</th><th><u>Questions</u></th><th><u>Ovals marked</u></th></tr><tr><td></td><td>30</td><td>50 - 52</td></tr><tr><td></td><td>31</td><td>2000 and 800 (deductions from wages are included)</td></tr></table> | | | Ans: | <u>Questions</u> | <u>Ovals marked</u> | | 30 | 50 - 52 | | 31 | 2000 and 800 (deductions from wages are included) |
| Ans: | <u>Questions</u> | <u>Ovals marked</u> | | | | | | | | | | |
| | 30 | 50 - 52 | | | | | | | | | | |
| | 31 | 2000 and 800 (deductions from wages are included) | | | | | | | | | | |

VII. How to fill out:

(c) The Individual Form

| Points to cover | Suggested presentation |
|------------------------------|---|
| 1. When to use | <p>* Each trainee should have a copy of the Individual Form before him.</p> <p>_____</p> <p>We discussed when to use the Individual Form this morning.</p> <p>_____</p> <p>* Ask: On what occasion would you leave an Individual Form to be filled in?</p> <p>Ans: Only when it is impossible to contact <u>directly</u> an individual member of the household.</p> <p>* Read page 46 , section 42 of the Enumerators Manual.</p> |
| 2. How to use | <p>If you find that it is necessary to leave an Individual Form, follow the instructions on <u>How to use</u> in your Manual.</p> <p>_____</p> <p>* Have trainees turn to page 47 , section 43 of the Enumerators Manual. Read aloud the instructions given there, pointing out the particular places on the Form where an entry must be made by the enumerator.</p> |
| 3. Arrange for a call-back | <p>Place the form in its proper envelope and leave for delivery to the individual concerned. Explain that instructions for filling it in are on the form and make arrangements for a call-back to pick it up on the date which you have specified. Distinguish carefully between the envelope used when leaving this form, and that used for the Veterans Questionnaire.</p> |
| 4. Note on Visitation Record | <p>Don't forget to make a <u>record</u> of the number of forms left and the time at which you will pick them up <u>on your Visitation Record</u>.</p> |

| Points to cover | Suggested presentation |
|---|--|
| 5. What to do if Form 3 is incompletely or incorrectly filled out | <p data-bbox="317 211 959 277">When you pick up the Individual Form, you may find entries which appear to be incomplete or incorrect, Your Manual gives instruction as to what to do in this case.</p> <hr data-bbox="513 295 736 299"/> <p data-bbox="373 323 757 365">* Read page 47 , section 44 of the Enumerators Manual.</p> |
| Practice Narrative | <p data-bbox="373 411 886 645">* At the close of the afternoon session distribute copies of the Practice Narrative to the trainees. Explain that the Narrative gives details about a typical household which any enumerator might have to enumerate. Using the knowledge gained during the first day of training and their further study of the Enumerators Manual, they will complete the various necessary forms as needed, from the information given, in time for the afternoon session of the second day.</p> |

Second day

A.M. VIII. Review of Population Cards, Visitation Record, etc.

| Points to cover | Suggested presentation |
|--|---|
| <p>1. Introduction</p> <p>(a) Follow instructions</p> <p>(b) Study Manual</p> <p>(c) Ask questions</p> | <p>This morning we will spend a short time in review of some of the things we talked about yesterday. I cannot emphasize too much how important it is for you to follow instructions carefully. This means that you must study your Manual, use it constantly for reference, and make the most of these training sessions. Do not let a point go by which is not clear to you. When you are in doubt, either during this training period or during the actual enumeration <u>ask</u> - do not guess or wonder.</p> |
| <p>2. The Visitation Record</p> | <p>Now I am going to give you some typical examples and I want you to state what procedure you would follow.</p> <hr/> <p>* State the case and have trainees answer in turn, following their sample forms. Give opportunity for questions.</p> <p>1. You visit the home of Mr. and Mrs. Saunders and Mrs. Saunders gives you the information. Mr. Saunders is a Raleighs salesman and travels all week, but returns home Friday nights. They have two children and Mrs. Saunders' mother is staying with her for two months, although she has a permanent home in a neighbouring town which at the moment is sub-let.</p> <p>* Ask: What form will you use first to enumerate the Saunders family?</p> <p>Ans: The Visitation Record.</p> <p>* Ask: Who will be listed as head of the household?</p> <p>Ans: Mr. Saunders. Although he is travelling all week, he has no other usual place of residence.</p> <p>* Ask: How many persons will be counted in the household?</p> <p>Ans: Four. Mr. and Mrs. Saunders and 2 children.</p> |

| Points to cover | Suggested presentation |
|--|--|
| | <p>* Ask: What will you do about Mrs. Saunders' mother?</p> <p>Ans: She is a temporary resident with a permanent home elsewhere at which she does not expect to be enumerated. Make a note in the Remarks Column "Temp.-Res. (1)".</p> <p>2. In a vacant lot next door to the Saunders' home is a trailer. A man and his wife are living in it because they can find no other place to stay. They are hoping to get a small apartment, soon, otherwise they will have to live in the trailer all winter.</p> <p>* Ask: How will you list this dwelling in the Visitation Record?</p> <p>Ans: As a permanent dwelling. These people have no other home.</p> <p>* Ask: Where would they be listed if they were just living in the trailer for the summer and returning to their apartment in the city for the winter?</p> <p>Ans: On the bottom of the Visitation Record page.</p> |
| <p>3. The Population Cards</p> <p>(a) White or blue cards</p> <p>(b) Leave blank cards if household out for time being</p> | <p>* Ask: Which cards would you use for the various members of the Saunders' family above?</p> <p>Ans: White cards for the four members of the Saunders household and a blue card for Mrs. Saunders' mother.</p> <p>* Ask: If the family in the trailer next door had been out for the time being, what action would you have taken?</p> <p>Ans: Found out from Mrs. Saunders when they were expected back, and how many members were in the household; listed the time for a call-back on the Visitation Record and left two cards blank immediately following the Saunders' household.</p> |

| Points to cover | Suggested presentation |
|--------------------------|--|
| (c) Order of enumeration | <p>* Ask: What is the proper order of enumeration of a household?</p> <p>Ans: (1) Head (2) Wife of head (3) Unmarried children in order of age, from eldest to youngest (4) Married children and their families (5) Any additional relatives living as members of the household (6) Lodgers, including lodging families (7) Servants or other employees.</p> |
| (d) Questions 1-8 | <p>* Ask: The Saunders family live in a village and have a small garden and some hens. What entry would you mark in Question 4?</p> <p>Ans: No.</p> <p>* Ask: They own their own home, a small bungalow, worth about \$4,500. What entries would you mark in columns 6, 7 and 8?</p> <p>Ans: Owner (non-farm) (col. 6) \$4,000 - \$4,999 (col. 7a) Single (col. 8)</p> <p>* Ask: On whose card will you fill in Questions 6, 7 and 8?</p> <p>Ans: On Mr. Saunders' only, because he is head of the household.</p> <p>* Ask: To what will you relate the information for Questions 3 - 4 and Questions 6 - 8 on the blue card for Mrs. Saunders' mother?</p> <p>Ans: To her usual place of residence.</p> <p>* Ask: What will be the entry in Question 5?</p> <p>Ans: None</p> <p>* Ask: What entry would you mark for Mr. and Mrs. Saunders in Question 10?</p> <p>Ans: Married (living together).</p> <p>* Ask: What entry would you have marked for Mrs. Saunders had Mr. Saunders been stationed at an Army base in another sub-district?</p> <p>Ans: Married (not living together), because - the Army base is considered his permanent residence.</p> |
| (e) Question 10 | |

| Points to cover | Suggested presentation |
|---------------------|---|
| (f) Question 11 | <p>* Ask: in the above case would you have enumerated the Service man? why?</p> <p>Ans: No. He will be enumerated at the Army base where he lives.</p> <p>* Ask: Mrs. Saunders states that her mother is 65 years of age. What entry will you make?</p> <p>Ans: Make no entry until you have made certain that this is the <u>exact</u> age of the older woman. If she states that her mother was born on November 1, 1884, you should point out that it is the <u>age at last birthday</u>, but <u>as of October 24th</u>. Thus your entry will be "64".</p> |
| (g) Question 12 | <p>* Ask: What oval will you mark in Question 12 for the Saunders children, one of whom has never gone to school, and the other who has had one year in Kindergarten?</p> <p>Ans: "None" for both children.</p> |
| (h) Questions 13-18 | <p>* Ask: Questions 13 to 18 have one thing in common of which you must be careful in making your returns. What is that?</p> <p>Ans: Be careful if you have to "write-in" at the bottom of the columns that your writing does not go over its allotted space.</p> <p>* Ask: All the Saunders family speak English only, except the youngest child who has not yet learned to talk. What entry will you mark in Question 15 for her? in Question 16?</p> <p>Ans: "Speaks English only" and "English".</p> <p>* Ask: Mr. Saunders is an Englishman who joined the Canadian Army in 1943, served abroad continuously until January 1, 1946, whereupon he took up residence in Canada. What entry will you mark in Question 18?</p> <p>Ans: "Canada".</p> <p>* Ask: What entry would you mark in the same column for an Englishman who emigrated to Canada from England in January, 1946, and has lived here continuously ever since?</p> |

| Points to cover | Suggested presentation | | | | | | | | | | |
|---------------------|--|----------|--------------|----|-------------|----|-------------|----|-----|----|-----|
| | Ans: Write in "British subject". | | | | | | | | | | |
| | * Ask: What entry would you mark for Question 18 in the case of a 42 year old man, born in Poland, who came to Canada for the first time in 1940 and has just filed an application for Canadian citizenship? | | | | | | | | | | |
| | Ans: "Poland". | | | | | | | | | | |
| | * Ask: What entry would you mark for a Netherlands woman who arrived in this country for the first time 3 months ago, to take up residence with her Canadian husband? | | | | | | | | | | |
| | Ans: "Netherlands". | | | | | | | | | | |
| | * Ask: An American citizen is working with one of the large oil companies in Canada. His three year old son was born in Canada and has lived here except for brief visits to the United States with his parents. What entry will you mark for him? | | | | | | | | | | |
| | Ans: "Canada". | | | | | | | | | | |
| | * Ask: What entry would you mark for a Scottish girl who arrived in this country for the first time 3 months ago to take up residence with her Canadian husband? | | | | | | | | | | |
| | Ans: "Canada". | | | | | | | | | | |
| (i) Question 19 | * Ask: What entry will you make in Question 19 if all persons in the household were born in Canada? | | | | | | | | | | |
| | Ans: No entry is needed in this case. | | | | | | | | | | |
| (j) Questions 21-24 | * Ask: What entries would you mark in columns 21, 22, 23 and 24:- (a) For a woman who is responsible for the management of her own home but who also worked 5 days during the week of Oct. 22nd? | | | | | | | | | | |
| | Ans: <table> <tr> <th>Question</th><th>Ovals marked</th></tr> <tr> <td>21</td><td>(a) Working</td></tr> <tr> <td>22</td><td>Leave blank</td></tr> <tr> <td>23</td><td>" "</td></tr> <tr> <td>24</td><td>" "</td></tr> </table> | Question | Ovals marked | 21 | (a) Working | 22 | Leave blank | 23 | " " | 24 | " " |
| Question | Ovals marked | | | | | | | | | | |
| 21 | (a) Working | | | | | | | | | | |
| 22 | Leave blank | | | | | | | | | | |
| 23 | " " | | | | | | | | | | |
| 24 | " " | | | | | | | | | | |

| Points to cover | Suggested presentation | |
|-----------------|--|-------------------------|
| | (b) For a woman who is responsible for the management of her own home but who worked as a waitress one evening during the week of Oct. 22nd? | |
| Ans: | <u>Question</u> | <u>Ovals marked</u> |
| | 21 | (e) Keeping house |
| | 22 | Yes |
| | 23 | Leave blank |
| | 24 | " " |
| | (c) For a 15-year old boy regularly attending school who was ill during the week ending Oct. 22nd? | |
| Ans: | <u>Question</u> | <u>Ovals marked</u> |
| | 21 | (f) Going to school |
| | 22 | No |
| | 23 | No |
| | 24 | No |
| | (d) For a woman regularly employed as a sales clerk who was looking for another job while on her vacation during the week of Oct. 22nd? | |
| Ans: | <u>Question</u> | <u>Ovals marked</u> |
| | 21 | (d) job but not at work |
| | 22 | No |
| | 23 | Yes |
| | 24 | Leave blank |
| | (e) For a man laid-off on Oct. 1st without instructions when to return to work, who was waiting for the termination of the lay-off? | |
| Ans: | <u>Question</u> | <u>Ovals marked</u> |
| | 21 | (c) Looking for work |
| | 22 | No |
| | 23 | Leave blank |
| | 24 | " " |
| | (f) For a man laid-off on Oct. 1st with instructions to report back for work on Oct. 24th. He did nothing else during the week of Oct. 22nd. | |
| Ans: | <u>Question</u> | <u>Ovals marked</u> |
| | 21 | (d) job but not at work |
| | 22 | No |
| | 23 | No |
| | 24 | Leave blank |

Points to cover

Suggested presentation

(k) Questions 25-29

- * Ask: What entries would you make in columns 25, 26, 27, 28 and 29 for:-
(a) A university student who never worked before filled out an application form on Oct. 14th for part time work as a typist.

| Ans: | <u>Question</u> | <u>Ovals marked or entries made</u> |
|------|-----------------|-------------------------------------|
| | 25 | Leave blank |
| | 26 | None |
| | 27 | Leave blank |
| | 28 | Leave blank |
| | 29 | Student |

- (b) Mrs. D. Smith who manages her own home and keeps roomers but took a three weeks vacation trip which included the week of Oct. 22nd.

| Ans: | <u>Question</u> | <u>Ovals marked or entries made</u> |
|------|-----------------|-------------------------------------|
| | 25 | Own account |
| | 26 | Mrs. D. Smith |
| | 27 | Lodging house service |
| | 28 | Lodging house keeper |
| | 29 | Lodging house keeper |

- (c) A 16-year old boy who worked for tips as a bell hop in the Roxy Hotel during the past year but gave up his job and went back to school when the school term opened in the fall.

| Ans: | <u>Question</u> | <u>Ovals marked or entries made</u> |
|------|-----------------|-------------------------------------|
| | 25 | Leave blank |
| | 26 | " " |
| | 27 | " " |
| | 28 | " " |
| | 29 | Bell hop |

(l) Questions
30-31

- * Ask: What ovals would you mark in Questions 30 and 31 in the following cases:
(a) For a carpenter, working as a wage-earner during the week of Oct., 22nd, who worked 7 months as a wage-earner, 4 months as an employer, and was out of a job for 1 month during the past 12 months. He received \$200 a month as a wage-earner but had \$15 a month deducted for Income Tax, union dues, and unemployment insurance. In addition, his income as an employer amounted to \$600 and the unemployment insurance

| Points to cover | Suggested presentation | |
|---|--|---|
| | benefits which he received came to \$73.20 | |
| Ans: | <u>Question</u> | <u>Oval marked</u> |
| | 30 | 30 - 34 |
| | 31 | 1000 and 400 |
| | | (earnings as a wage-earner only) |
| (b) A doctor, working in an employer capacity during the week of Oct. 22nd, who had been an employer for 8 months and a wage-earner for 4 months. He received \$650 a month while he worked as wage-earner and the income from his profession as an employer came to \$5,575. | | |
| Ans: | <u>Questions</u> | <u>Ovals marked</u> |
| | 30 | No ovals are to be |
| | 31 | marked because he should be reported as an "Employer" in Question 25. |
| (c) A farmer, operating a very small farm with the assistance of his son, worked in the lumber camp for 19 weeks during the winter season where he received \$40 a week. | | |
| Ans: | <u>Questions</u> | <u>Ovals marked</u> |
| | 30 | No ovals are to be marked |
| | 31 | because he should be reported as an "Own account" in Question 25. |

IX. How to fill out the Housing Card

| Points to cover | Suggested presentation |
|-----------------------|---|
| 1. Introduction | <p>* Each trainee should have a copy of the Housing Card, the Visitation Record and Enumerators Manual before him.</p> <hr/> <p>As you know, housing is one of the questions in which people all across the country are vitally interested to-day. The Census provides an excellent opportunity to gather information concerning housing which may be used in helping solve some of the various problems arising therefrom.</p> |
| 2. The housing sample | <p>You have already procured on the Population Card the following items relating to housing, -tenure, value and rent, and structure type. The remainder of the Housing information is to be gathered on a sample basis. Your manual explains this method clearly.</p> <hr/> <p>* Read page 49, section 2, of the Enumerators Manual, and Section A on the back of the Housing Card.</p> <p>* Have trainees examine the Visitation Record also, noting the dwelling numbers which are circled.</p> <hr/> <p>(i) Temporary resident households</p> <p>You will note that a Housing Card will not be completed for temporary resident households living in non-permanent dwellings (i.e., households in summer cottages, trailers, etc., who expect to return to their permanent homes and are listed at the bottom of the Visitation Record page).</p> <p>Remember, however, that a Housing Card <u>will be filled in</u>, if the temporary resident household is living in a dwelling situated in a permanent building (i.e., a sub-let apartment, etc.) and that particular dwelling number is circled on the Visitation Record. Note that the information on the Housing Card will pertain to the dwelling in which this household is temporarily residing.</p> <p>Remember, too, that households, who, for economic or other reasons, are living all year in cottages, etc., will be considered as living in permanent dwellings. They will be entered in the top section of the Visitation Record, thus allowing for their possible inclusion in the housing sample.</p> |

| Points to cover | Suggested presentation |
|--|---|
| <p>3. What to do if the dwelling is "closed", "vacant", etc.</p> | <p>Your sample dwelling may be one in which the household is out for the time being, actually "closed", or "vacant", "under construction", a hotel or institution. If such is the case, refer to the back of your card for instructions.</p> <hr/> <p>* Read <u>Instruction B</u> on the back of the Housing Card concerning these cases. Have trainees follow the Housing Card as these instructions are read.</p> <hr/> |
| <p>4. How to fill in the Housing Card</p> <p>(a) Questions 1, 2 and 3 (Name, address and household number)</p> <p>(b) Question 4 (Number of dwellings in the building)</p> <p>(c) Question 5 (Number of rooms in the dwelling)</p> | <p>A Housing Card will be filled in for every dwelling circled on the Visitation Record. The first three questions on the card will be copied directly from the corresponding questions on the white Population Card of the household head. These entries <u>must be identical</u>. If the household is enumerated on a blue card, Questions 2 and 3 on the Housing Card will relate to the dwelling in which the temporary household is being enumerated.</p> <hr/> <p>* Read page 55 , section 6 of the Enumerators Manual.</p> <p>* Ask: What entry would you mark in this column for a single house?</p> <p>Ans: One</p> <p>* Ask: For a triplex?</p> <p>Ans: Three</p> <p>* Ask: For a block containing 29 apartments?</p> <p>Ans: 26+</p> <hr/> <p>Make certain that you have an entry in both columns for this question.</p> <hr/> <p>* Turn to back of Housing Card and read Instruction C-5.</p> <p>* Read also page 55 , section 7 of the Enumerators Manual.</p> <hr/> |

| Points to cover | Suggested presentation |
|--|---|
| (d) Questions 6 and 7 (Exterior material and lighting facilities) | <p>Your Manual instructions are clear concerning these two questions. We will read them now.</p> <hr/> <p>* Read page 56, sections 8 and 9 of the Enumerators Manual.</p> <hr/> |
| (e) Question 8 (Refrigeration facilities) | <p>An entry must be made in this column for every dwelling enumerated. If you find that a dwelling is equipped with no type of refrigeration facility, mark "<u>none</u>" in the required oval. If you merely leave the column empty it will be assumed that you have not asked the question and that your enumeration is incomplete.</p> <hr/> <p>* Read, also, the instruction C-8 on the back of the Housing Card.</p> <hr/> |
| (f) Questions 9 - 13 (Heating facilities) | <p>You must have an entry in Question 9, 10 and 11 for all dwellings enumerated. An entry is to be made in Questions 12 and 13, however, <u>only</u> if the answer in Question 11 is <u>yes</u>.</p> <hr/> <p>* Read instructions covering these columns from the Enumerators Manual, page 56, section 10, as well as C-10 and 13 on the back of the Housing Card.</p> <hr/> |
| (g) Questions 14 - 18 (Dwelling facilities and living conveniences) | <p>Again, an entry must be made in each of these columns for every dwelling enumerated, regardless of whether the dwelling is or is not equipped with the specific facility mentioned.</p> <hr/> <p>* Read instructions relating to these questions in the Enumerators Manual, page 57, sections 11 through 15 and the sections C-14 through 18 on the back of the Housing Card.</p> <hr/> |

| Points to cover | Suggested presentation |
|-------------------------------------|--|
| Check "shared" facilities | <p>It should be pointed out, that you must be particularly careful as regards reporting "shared" bath and toilet facilities. In certain apartment blocks you will find cases of truly structurally separate apartments, sharing a common washroom (for example one on each floor). This however is the exception rather than the rule. If a person states that theirs is a "shared" bath or toilet, be sure to check again to be certain that they are actually living in <u>structurally separate quarters</u> and not just an extra family living within the household.</p> <p>Should you come upon a trailer camp, or the like, in which persons are living who have no other permanent home, and you find that they are sharing a common wash-room built upon the premises, the entry in this case would also be "shared".</p> |
| (h) Questions 19 and 20 (Mortgages) | <p>Every owner-occupied dwelling enumerated must have an entry in Question 19, but only those with an entry of "yes" in that question will require an entry in Question 20.</p> <hr/> <p>* Read instructions in the Enumerators Manual, page 57, section 16, regarding these questions.</p> <p>* Read also C-20 on the back of the Housing Card.</p> <hr/> |

X. How to fill out:

(a) "Live Stock and Products Elsewhere than on Farms" Questionnaire.

| Points to cover | Suggested presentation |
|--|--|
| | <p>* Trainees should have a copy of Form 6 before them.</p> <hr/> <p>Entries must be made on this form whenever live stock or live stock products are reported on</p> <p>(a) Plots less than 1 acre in size</p> <p>(b) Plots 1 to 3 acres in size, if the production of agricultural products was <u>less than \$250</u> in 1948</p> <p>You must inquire of every household not living on a farm (especially in cities, town and villages) whether or not they have any of the live stock listed on Form 6, whether they produced milk, butter or eggs in September, or honey in 1949. You must also inquire as to whether they sold alive or slaughtered for sale, cattle, swine or poultry in 1948.</p> <p>* Ask: What check will you have as to whether or not this household is living on a farm?</p> <p>Ans: This question should be asked of all households for whom "no" is marked in question 4 of the Population Card (i.e. "Is this person a member of a farm household?")</p> <p>* Have trainees look at upper left hand corner of the questionnaire, pointing out that instructions are there for their reference as to when Form 6 is to be used.</p> |
| <p>2. How to fill in the Questionnaire</p> <p>(a) Identification</p> | <p>Now let us look at the upper right hand corner of Form 6. You must fill in this section first, making certain that the information agrees with that entered on the front of the Visitation Record, together with the name of the municipality in which this dwelling is situated.</p> |

| Points to cover | Suggested presentation |
|-------------------------|--|
| | <p>* Have trainees follow form as you discuss the various sections</p> <hr/> |
| (b) Household number | <p>Here again you must check with population and make certain that the household number entered by you is that recorded for the same household on the Visitation Record and the white Population Card.</p> |
| (c) Name | <p>The name of the occupier, owner, manager or other person in charge of this plot should be <u>printed</u> clearly in the column indicated. Note that the person listed here does not necessarily have to be head of the household.</p> <hr/> |
| (d) Area of plot | <p>* Ask: When will you record the <u>area</u> of the plot?</p> <p>* Ans: Have a trainee read from the Questionnaire "If the area of the plot is over 1/10 acre".</p> <hr/> |
| (e) Live stock reported | <p>* Ask: What live stock should be reported?</p> <p>* List on BB summary of live stock to be reported as various trainees read the complete answers from the questionnaire, thus,</p> |
| | <p><u>Live stock to be reported</u></p> |
| | <ol style="list-style-type: none"> 1. Horses 2. Cattle 3. Swine 4. Goats 5. Poultry 6. Bees <hr/> |
| (f) Products reported | <p>You will note that the entries for live stock are to be actual numbers of horses, cattle, etc. Those for the next group of questions refer to other units of measure, such as numbers of lbs., or dozens, as the case may be.</p> <hr/> |
| | <p>* Ask: What animal products are to be reported on the form?</p> <p>* List on BB, as above, as trainees read from questionnaire,</p> |

| Points to cover | Suggested presentation |
|---|--|
| | <p align="center"><u>Animal Products</u></p> |
| | <p align="center">1. Milk 2. Butter 3. Eggs 4. Honey</p> |
| | <p>* Ask: At what time of the year must these products have been produced?</p> <p>* List beside former entries on BB, the time of year relating to each one, as given by trainees, thus,</p> |
| | <p align="center"><u>Animal Products</u></p> <p align="center">1. Milk - September 1949 2. Butter - September 1949 3. Eggs - September 1949 4. Honey - 1949</p> |
| <p>(g) Live stock sold alive or slaughtered</p> | <p>The last three columns deal with live stock sold alive or slaughtered for sale in <u>1948</u>. Enter the number of each (cattle, swine or poultry) in the columns indicated.</p> |

X. How to fill out:

(b) the Veterans Questionnaire

| Points to cover | Suggested presentation |
|--|--|
| | <p>* Each trainee should have a copy of the Veterans Questionnaire (Form 9) before him.</p> <hr/> |
| 1. Introduction | <p>We have mentioned this form several times during this training period. Now we will learn the details concerning it.</p> |
| 2. When should this questionnaire be used? | <p>You will leave one of these forms for every person for whom you have an entry marked as having war service in World War II, World War I or both wars, in column 20 of the Population Card. Remember that this question relates to persons who served with the armed forces of <u>any country</u> in either or both of these wars.</p> |
| 3. What is the purpose of this questionnaire | <p>You will probably be asked why it is necessary to fill in this questionnaire. Draw attention to the <u>Note to Veterans</u> at the top of the form. Assure the <u>questioner</u> that it is to the advantage of the veteran to see that the form is properly completed and mailed <u>immediately</u>.</p> <hr/> <p>* Read aloud <u>Note to Veterans</u> found at the top of Form 9.</p> |
| 4. Procedure to be followed by enumerator | <p>* Have trainees follow the form as you discuss the following details.</p> <hr/> <p>If, during your enumeration on the Population Card, you find a person has served in the armed forces of any country in World War I or II or both, before proceeding any further, take from your Kit a <u>Veterans Questionnaire</u> and leave it in plain view. Immediately upon the completion of the enumeration of this person on the Population Card, fill in the necessary details on Form 9, giving at the same time your explanation for the necessity of such a form. The entries which you will make on the questionnaire itself are:-</p> <p>1. The <u>province, district and sub-district</u>. (Make certain that these are correct.)</p> |

| Points to cover | Suggested presentation |
|-----------------|--|
| | <p>2. The <u>surname of the veteran</u>, followed by the <u>given names</u> in full. (These should be printed clearly. Indication should be made as to the marital status and in the case of women married since discharge, the maiden name should be given in brackets following the surname.)</p> <hr/> <p>* Illustrate above point on BB, thus,</p> <p>(Mr.) BROWN, John Arthur or (Mrs.) SMITH (Jones), Helen Ann or (Miss) HENDERSON, Mary</p> <hr/> <p>3. The <u>address</u> of the veteran (i.e., the post office address).</p> <p>4. Fill in also the post card at the bottom of the form. Here again you must check to make sure you have the name and address agreeing with that given on the form itself as well as the proper district and sub-district numbers.</p> <p>5. When you are certain that you have completed all the necessary entries, detach the card on the lower part of the form, keeping it yourself.</p> <p>6. Fold the remaining upper part of the form and place in its accompanying envelope, leaving the envelope flap open. Give this to the respondent explaining that it should be completed and mailed by the veteran concerned (postage free) within seven days.</p> <p>7. Mail the card which you have retained yourself at the first opportunity.</p> <hr/> <p>* Demonstrate to trainees the method of detaching post card and placing remainder of form in envelope.</p> <hr/> |

A. How to fill out:

(c) Administrative Forms

| Points to cover | Suggested presentation |
|--|--|
| 1. Introduction | <p>* Each trainee should have a copy of the Daily Enumeration Record and the Transmittal Form before him.</p> <hr/> <p>Two forms which have already been mentioned but not discussed in detail, are what we may term "administrative forms". Their completion is a necessary part of your work as enumerator, but they are not a direct part of your enumeration. These are the Daily Enumeration Record and the Transmittal Form.</p> |
| <p>2. The Daily Enumeration Record (Form 10)</p> <p>(a) Its purpose</p> <p>(b) How to fill out</p> | <p>The purpose of this Record is to gain as complete and realistic a picture as possible of the actual enumeration of the census, in regard to your hours of work, number of forms filled out, any difficulties encountered, etc. Only from such information can the Bureau of Statistics obtain a basis on which to estimate the enumeration costs, time rates, etc. for the Census of 1951. You will understand, therefore, the importance of being as exact as possible in completing this form.</p> <p>Let us examine the Daily Enumeration Record now and learn how to fill it out.</p> <p>At the end of each day you will take stock of the amount of work done and the length of time required to do it. Enter first of all the <u>date</u> in the required column, followed by a summary of the actual hours and minutes spent in <u>actual enumeration</u>, i.e., the time spent going from house to house and filling in the forms. Do not count the time taken to get from your home to the sub-district, or return, time taken for lunch, time spent in the evening going over forms, checking work, etc. It refers to <u>enumeration time</u> only. Following this you will enter the <u>exact number</u> of forms of each type which you filled out or left to be completed during the day.</p> <hr/> <p>* Go over each type of form as listed on the Record.</p> <hr/> <p>The <u>Remarks</u> Column is for your use to record anything which you feel might have a bearing on the time taken in enumeration, etc., such as delays, difficulties, etc. Use this column freely. If you need more space, use the reverse side of the form.</p> |

| Points to cover | Suggested presentation |
|---|--|
| <p>3. The Transmittal Form</p> <p>(a) Its purpose</p> <p>(b) How to use</p> | <p>When you are assigned to your own sub-district you will be supplied with a complete <u>Enumerators Kit</u>. This will be a box containing all the forms, supplies, etc. necessary to your work in that particular area. Together with these supplies will be found a <u>Transmittal Form</u> which is in reality a check list of your materials.</p> <p>On receipt of your Enumerators Kit you will check all forms, supplies, etc. listed on your Transmittal Form with me and on being satisfied that all is in order, sign your name, with the date.</p> <p>When the enumeration of your sub-district is complete, all forms and supplies, etc. must be returned to me, together with the Transmittal Form on which you will have entered, in the appropriate column, the actual number of forms of each type which you filled out or left, together with the number of blank or unused forms being returned. The total of these two columns should equal the number issued to you in the first place. Again you will check this form with me and sign as previously.</p> <p>Any remarks which you feel should be made, may be entered in the space left for that purpose.</p> |

Second day
P.M.

- 81 -

XI. Practice Enumeration

1. The Practice Narrative

Spend the first portion of the afternoon checking the work done at home by the trainees on the Practice Narrative. You will have a correct set of cards to match the Narrative. By the question and answer method, giving each trainee in turn an opportunity to respond, check the entries which they have made. Thus:

Ask 1st trainee: What is the name of the head of the household?

Ask 2nd trainee: Where did he live?

and so on.

Check the cards of the trainees as you proceed, to ensure that legible and correct entries have been made.

From the answers made you will perceive whether or not your instruction has been understood. You will then be able to decide at what point you should give more detailed instruction.

2. Individual enumeration

When the Practice Narrative has been checked to your satisfaction, proceed with individual enumeration. This will be carried out in the following manner,-

1. Supply trainees with a number of sample cards.
2. Acting as the respondent yourself, have one trainee act as enumerator and proceed to enumerate you and your household. The remaining trainees will also fill in their cards as you reply, as if they themselves were enumerating.
3. Have a second trainee act as enumerator asking the necessary questions of the first trainee.
4. Continue in this manner until all trainees have had an opportunity to question and be questioned. As the entries are being made by all trainees you will watch to see that they are being made correctly. Where a trainee appears to be having difficulty, stop the enumeration and clear up the point in question. Allow time for questions and discussion as you proceed, but do not allow one trainee to monopolize your time or attention.

A. For Enumerators in large urban centres only

Third Day

XII. Review of basic concepts, definitions and methods re-
lation to Population and Housing.

A.M.
and
P.M.

In the large urban areas, many problems relating to Population and Housing will arise which will not be met with in the smaller centres and rural areas. It has, therefore, been considered advisable to allow some time for a thorough review of these items in these districts.

As Field Supervisor with a complete knowledge of your area, you are the person best able to judge at the conclusion of the first two days' training sessions just where the stress should fall.

Have your enumerators grasped the meaning of the definitions for dwelling and structure? Go over these, noting particularly the cases mentioned on pages 50 to 55 of the Enumerators manual.

Do your enumerators know the definition for a temporary household? Are they thoroughly familiar with the methods of entering such on the Visitation Record and the use of the blue card (Form 2a)? Are they able to distinguish between a household living temporarily in a dwelling, but with no other permanent home and that which is a so called "temporary household". Do they know how to make proper use of the "Remarks" column of the Visitation Record? Is it clear that "address" on the Visitation Record and white population card should always agree, but that the address on the blue population card should relate to the usual place of residence, (not that at which the household is temporarily residing, as on the Visitation Record)? Have you stressed that Questions 2 - 4, 6 - 8 and 10 on the blue population card must relate to the person's usual place of residence and that there will be no entry on these cards in column 5?

Have the methods of enumerating hotels and institutions been made quite clear? Do your enumerators realize that a hotel (which is not an apartment hotel) will consist of one household only, while an institution may have an institutional household, as well as another household living in structurally separate quarters. Are they familiar with the definition for apartment hotel?

Have you impressed upon your training group the absolute necessity for complete coverage? Are they ready to search in every lane and by-way and in all types of structures for possible living quarters? Are they aware that they must make an all-out drive to enumerate all transients on the first day of enumeration?

Has the use of the Individual Form been clearly explained? Do your trainees understand that this form is to be used as a last resort and not as an easy means of enumeration? Has the use of the Veterans' Questionnaire and "Livestock Elsewhere than on Farms" Questionnaire been stressed?

Have you made quite clear the instructions concerning the Labour Force (i.e. questions 21 - 31)? Do the enumerators realize the necessity for asking the questions exactly as worded and in the order mentioned? Are they familiar with the manner in which questions 21 to 24 are related? Do they thoroughly understand what is

meant by "working", "looking for work", "voluntarily idle" etc.? Can they distinguish between the terms "wage-earner", "employer", "own-account", "no pay worker"? Have you stressed the importance of getting the proper firm name, of stating the specific industry and actual occupation? Do they realize that such terms as "labourer", "mechanic", "clerk" etc. are useless unless the type of labourer, mechanic, clerk, is also mentioned. Have you drawn to their attention that the answers in questions 25 - 28 deal only with the week preceding October 22nd, whereas question 29 deals with the chief activity followed by the person for the past 12 months? Is it quite clear also that weeks worked and earnings are to be the total weeks and earnings for the year?

Have you emphasized the necessity for careful enumeration on the Housing card, more particularly since it is a sample and every error will be multiplied five times.

Do your enumerators know what will be counted as a room in a dwelling? Do they know under what conditions sharing of bath and toilet facilities may be allowed? Do they know what to do in the case of shared telephone or washing machine? Do they realize the necessity for marking the oval "none" when such is applicable on the Housing card?

These and other questions may present themselves to you and form a basis for discussion. Give plenty of opportunity for questions from the trainees themselves. Refer constantly to the Manual. Have the trainees use the index and find the section in the Manual which covers the question under discussion. In this way they will become familiar with the set-up of the Manual and be able to use it as a ready reference when they meet with a problem on the field.

XIII. Application of above to particular cases

Following are typical cases which you may find in urban areas. You may need to use them as illustrations during your review to point up an answer on some particular problem, or you may use them as a basis for discussion at the close of the review. Many other problems may present themselves to you. These are only a few. Take care, however, that your discussion does not resolve itself into an argument over some hypothetical case which nine times out of ten your enumerator will never be confronted with.

1. Mr. and Mrs. Henry Cain live in a downtown area. Their home originally was an old stone single. Mr. Cain however decided to start up a small grocery business. He converted the front two rooms into a store, facing the front up to the windows with stucco. He and his wife and family have their living room and bedrooms over the store and eat in the kitchen behind the store.

(a) What type of structure is this?

Ans.- An apartment, since one section of the structure is used as a store.

(b) What is the principal exterior material?

Ans.- Stone. Stucco is used for only a small section at the front.

2. The Cains also have rented the two rooms in the attic to a veteran and his wife. They installed a sink with cold running water in one room, but their tenants use the Cain's bath and toilet facilities, which are of a modern type, lately installed, and use the stairway which goes through the Cain's living quarters.

- (a) How many dwellings will you report in this structure?

Ans.- One. There has been no structural conversion as far as living quarters are concerned and the tenants must pass through the living quarters of the landlord to reach their own rooms.

- (b) What will be the relation of the veteran and his wife to the head of the household?

Ans.- Lodger and lodger's wife.

- (c) If this dwelling falls in the Housing sample what oval will you mark for Question 15, 16, and 17 of the Housing Card?

Ans.- (15) Hot and cold piped inside.

(16) Installed bathtub and shower for household's exclusive use

(17) Inside flush (exclusive use)

- (d) What must you remember when enumerating the veteran lodger?

Ans.- To leave a Veterans Questionnaire and to mail the corresponding card as soon as possible.

3. There is a Y.W.C.A. in your district. Besides the transient guests, there are a number of permanent residents, including the General Secretary who occupies a two **two suite**.

- (a) When should you enumerate this structure?

Ans.- As soon as possible on the first day of enumeration.

- (b) Whom should you include in your enumeration and on what kind of cards?

Ans.- All the permanent residents, on white cards, and any transient guests who think they will not be enumerated in their usual place of residence, on blue cards. Any transient guests who have no other place of residence, on white cards.

- (c) How many households will you report?

Ans.- One. Although the General Secretary has separate quarters, you will consider this to be like a hotel, in that only one dwelling or household is reported.

- (d) Whom will you report as head of the household?

Ans.- The General Secretary.

- (e) What tenure will you report in Question 6 of the Population Card?

Ans.- Institution.

4. You have in your sub-district a row of rather old dwellings. Two sections at one end have been converted into 3 dwellings each (one each downstairs and two each on the second floor), the two sections in the middle remain as originally built and the last one has been made into two dwellings (one downstairs and one upstairs).

- (a) How will you mark Question 8, type of structure on the Population Card for each dwelling?

Ans.- Each dwelling will have to be marked according to its own particular type of structure. Thus the six dwellings in the first two sections will be marked as "apartments". The two dwellings in the next two sections will be "row" and the last dwellings will be "duplex".

- (b) There is a common washroom with shower only and toilet with inside flush to serve each 3 of the 6 apartments. What entry will be made in Questions 16. and 17 of the Housing Card?

Ans.- (16) Installed bathtub or shower shared with other household.

(17) Inside flush (shared use).

- (c) The owner of this whole group of dwellings lives in one of the sections which is still a row. What entry will you make in Questions 6 and 7 of the Population Card?

Ans.- (6) Owner (non-farm)

(7a) The estimated value of one section of the row

5. What entries will you make in Question 21, 22, 23, and 24 of the Population Card for the following:-

- (a) John Brown's last job was at a logging camp. He has done nothing else since then but expects to go back to the same camp as soon as operations start in November.

21 (g) Retired or vol. idle

22 No

23 Yes

24 leave blank

- (b) Mrs. Brown looks after the management of her own home but she also milked 2 cows and did other farm chores which took about 12 hours of her time during the week of October 22nd.

21 (e) Keeping house

22 Yes

23 Leave blank

24 " "

- (c) Johnny Jr., aged 15, attended high school during the week of Oct. 22nd, but during the week he found a part-time job at which he was to start working on Oct. 29th.

21 (f) Going to school

22 No

23 No

24 Yes

- (d) Mr. Jones has a general insurance and real estate business. During the week of Oct. 22nd he went to his office regularly but transacted no business whatsoever.

21 (a) Working

22 Leave blank

23 " "

24 " "

- (e) Johnny Sr. is a superannuated civil servant but he is still able to work and, in fact, takes odd jobs when someone actually offers them to him. He never looks for work himself and hence during the week of Oct. 22nd did nothing whatsoever.

21 (g) Retired or vol. idle
22 No
23 No
24 No

(f) John Jones has been seriously ill for the last two years and it is unlikely that he will ever work again.

21 (h) Permanently unable to work
22 Leave blank
23 " "
24 " "

6. What entries will you make in Questions 25, 26, 27, 28 and 29 of the Population Card, for the following:-

(a) Mr. Smith sold insurance for Mutual Life Insurance Co. on a commission basis for the past 12 months prior to Oct. 22nd.

25 Wage-earner
26 Mutual Life Insurance Co.
27 Life insurance
28 Life Insurance agent
29 Life Insurance agent

(b) Bill Jr. was attending University during the week of Oct. 22nd. He does not have a job at present but worked as a clerk in a clothing retail store selling men's clothes during the greater part of the last 12 month period.

25 Leave blank
26 " "
27 " "
28 " "
29 Sales clerk

(c) Mr. Brown was a sales clerk in the drug department of a departmental store operated by the Hudson Bay Co. for the past year. He was on vacation during the week of Oct. 22nd.

25 Wage-earner
26 Hudson Bay Co.
27 Retail Departmental Store
28 Sales Clerk
29 Sales Clerk

7. What entries will you make in Questions 30 and 31 of the Population Card for the following:-

(a) John Jones worked as a porter at the Crown Hotel during the past 12 months with the exception of 1 month when he was off ill without pay. He received \$60 per month and tips amounting to \$700 for the past 12 month period.

30 40 - 49
31 1000 and 400

- (b) Mrs. Green operated a rooming house, without paid assistance, during the past 12 months and received \$1800 as payment for room and board.

30 No ovals marked because Mrs. Green
31 should be reported as an "Own account"
in Question 25.

- (c) A farm labourer worked the full year prior to Oct. 22nd for farmer Jones. He received room and board valued at \$300 and a salary of \$750 per year.

30 50 - 52
31 0 and 800

XIV OUTLINE OF CENSUS OF AGRICULTURE INSTRUCTION

| | <u>Pages</u> |
|--|--------------|
| A. Completing the General Farm Questionnaire | 89- 91 |
| B. Layout of the General Farm Questionnaire and Procedure | 92- 94 |
| C. How to make entries on the General Farm Questionnaire | 95- 98 |
| D. Farm Operator and Farm Workers | 99 |
| E. Land Area and Land Use | 100-104 |
| F. Farm Values and Farm Machinery | 105 |
| G. Enumerating Crops | 106-110 |
| H. Enumerating Live Stock and Live Stock Products | 111-113 |
| I. Enumerating forest products, maple products and furObearing animals ... | 114-115 |
| J. Enumerating sales of farm products | 116-117 |
| K. The Sample Questions | 118-122 |
| L. The Irrigation Questionnaire | 123 |
| M. Review Questions | 124-126 |
| N. Appendix A - The use of maps in Agriculture Areas | 127 |

Census of Agriculture

A. Completing the General Farm Questionnaire

Before showing the filmstrip, point out the following:

1. WHEN TO FILL OUT A GENERAL FARM QUESTIONNAIRE

You must complete a General Farm Questionnaire for all farms. For Census purposes a farm is defined as a holding carrying on agricultural operations, and:-

- (1) Is three acres or more in size OR
- (2) Is from one to three acres in size and the agricultural production in 1948 amounted to \$250 or more.

Agricultural operations include the production of field, orchard or nursery crops grown in the open or under glass; the production (including pasturing) of live stock and live stock products, and the raising of fur-bearing animals.

Do not include wood areas leased or under permit solely for the cutting of forest products.

2. DO YOU COMPLETE A GENERAL FARM QUESTIONNAIRE FOR LAND IN YOUR SUB-DISTRICT IF THE PERSON IN CHARGE DOES NOT LIVE IN YOUR SUB-DISTRICT?

A General Farm Questionnaire will be required for a few holdings on which no one is living. In cases of this kind it will be necessary for you to secure information required from a neighbour or some other reliable source.

The following rules will help you in deciding whether or not a General Farm Questionnaire should be filled out for these parcels of land on which no one is living.

- (1) You MUST complete the questionnaire -
 - (a) If the farm lies wholly within your sub-district and the person in charge lives in another sub-district but not on a farm.
 - (b) If the farm extends across one of your sub-district lines and the person in charge does not live on the farm (either on the part in your sub-district or in the other sub-district) but the main buildings are in your sub-district.
- (2) You do NOT complete the questionnaire -
 - (a) If the farm extends across one of your sub-district lines and

- (i) The person in charge lives on the part of the farm in the other sub-district.
 - (ii) The person in charge does not live on the farm, and the main buildings are in the other sub-district.
- (b) If a part of the farm is located several miles away in another sub-district and the person in charge lives on the part of the farm in that sub-district.

After showing the filmstrip, ask the following questions:

1. Ask: A householder lives on a rented 5-acre place on the outskirts of a city. He does not consider the place a farm and he does not have any agricultural operations. Do you complete a General Farm Questionnaire?

Ans: No. While the plot is over 3 acres there are no agricultural operations carried out on the place.

2. Ask: A householder living on a 1-acre tract has a laying flock of 125 chickens. He sells most of the eggs and a number of chickens. He values the production of poultry and eggs at \$325 in 1948. Should you complete a General Farm Questionnaire?

Ans: Yes. While the plot is only 1 acre in extent the value of production in 1948 was over \$250.

3. Ask: A householder lives on a 1-acre tract of land. He has a few chickens but the total value of production in 1948 would not be over \$150. Should you complete a General Farm Questionnaire?

Ans: No. The plot is less than 3 acres in extent and the value of production in 1948 was less than \$250.

4. Ask: What should you do in the above case?

Ans: You must complete a Form 6 "Live stock and products elsewhere than on farms questionnaire".

5. Ask: A householder lives on a 10-acre tract of land. He works in the city. His two teen-age boys look after the live-stock and grow a few crops. The father tells the boys what to do. Who is in charge of the farm and in whose name must the General Farm Questionnaire be completed?

Ans: The father is in charge and even though he does not do the work himself, he supervises the work. The questionnaire must be made out in his name.

6. Ask: A retired farmer owns 160 acres of land. He rents all the land to a tenant except the half-acre house lot where he lives. He himself has only a home garden. How many Agricultural Questionnaires are required? In whose name or names?

Ans: One General Farm Questionnaire in the name of the tenant.

7. Ask: A retired farmer owns 160 acres of land. He rents 155 acres to a tenant and retains 5 acres for a garden, some chickens and two cows. How many General Farm Questionnaires are required? In whose name or names?

Ans: Two - one covering 5 acres to be filled in the name of the owner of the land, and the other covering 155 acres to be filled in the name of the tenant.

8. Ask: A farmer owns and operates two tracts of land. One of the tracts is located in your sub-district and the other is located in the sub-district next to yours. How many General Farm Questionnaires are required? Who completes the Questionnaire or Questionnaires -

(a) First, if the farmer lives on the tract in your sub-district?

(b) Second, if the farmer lives on the tract in the other sub-district?

Ans: One questionnaire for the two tracts.

(a) You complete the questionnaire.

(b) The enumerator in the other sub-district completes it.

9. Ask: Two brothers own and operate a 320-acre farm in partnership. How many General Farm Questionnaires are required? If more than one questionnaire, how many acres should be shown on each?

Ans: One questionnaire covering the 320 acres in the name of the brother who is the senior partner.

B. Layout of the General Farm Questionnaire and Procedure

| Points to cover | Suggested presentation |
|---|--|
| 1. Know your questionnaire | <p>* Each trainee should have a copy of the questionnaire before him.</p> |
| | <p>You must be familiar with the arrangement and content of the General Farm Questionnaire. If you know the arrangement and wording of the question you will be able to get the information easily and quickly. You have a copy of the General Farm Questionnaire before you. Let us look at it and see how it should be used.</p> |
| | <p>Each question is numbered in numerical order. These numbers are in bold face type and at the left of the question.</p> |
| | <p>Individual questions are sometimes labelled (a), (b), (c), etc. Look at question 9. It has four parts (a), (b), (c), (d). Sometimes, however, the parts are numbered but the numbers are in brackets. Look at question 52, it has 14 parts with each part numbered by a bracketed number.</p> |
| (c) Office code numbers should be disregarded | <p>There are, however, other numbers on the questionnaire. These are always in light type and are for purposes of tabulation. You should disregard them in your enumeration. Look in columns 2 and 3 of Section VIII and you will see the sort of number I am referring to.</p> |
| 2. Arrangement of questionnaire | <p>The questions are grouped into sections. Each section contains questions regarding the same general subject.</p> |
| | <p>There are 24 major sections on the questionnaire. Some contain many questions, while others contain only a few. Know what is included in each section. This will help you in enumeration and in reviewing the questionnaires.</p> |
| (b) Lead questions | <p>In some sections you will find lead questions which will require a check mark. You should read carefully the instructions beside these lead questions as they will enable you to skip groups of questions. Look at question 53, "Have you tree fruits grown mainly for sale?" If the answer is "No" then you simply put a check mark in the square beside "No" and follow the instructions which say If "No" skip to question 61.</p> |

| Points to cover | Suggested presentation |
|---|--|
| | <p>If, however, the farm operator had replied that he did grow tree fruits, the instructions are to answer questions 54 to 60.</p> |
| <p>3. Using the questionnaire</p> <p>(a) Speak clearly</p> <p>(b) Ask the questions as worded</p> <p>(c) Explanatory</p> <p>(d) Refer to your Manual</p> <p>(e) Ask all the questions</p> | <p>There are several points to keep in mind as you are using the questionnaire.</p> <p>Be sure the respondent understands the questions when you read them. You must speak clearly so that he hears all of the words in the question. This is particularly important in the case of lead questions. If you get an incorrect answer to the lead question, and incorrectly skip to the next block, you will miss important items on the questionnaire.</p> <p>All questions <u>must</u> be read as worded and in the order in which they appear. Attempts to change questions while enumerating will probably result in getting wrong information.</p> <p>Many of the questions on the questionnaire have explanatory notes in brackets. Read the note whenever the question is not understood by the respondent. A good practice is to ask the question; then while the respondent is thinking about his answer, give the explanation.</p> <p>It is not possible to include all the necessary instructions on the questionnaire. Refer to your <u>Enumerators Manual</u> when you are in doubt as to the meaning of a question. I will help you whenever possible, but I may not be around when a particular problem comes up.</p> <p>It is important that you ask all the questions unless the instruction after a lead question tells you to skip. You should ask the questions even though you may not think them important. For example, although a crop is not commonly grown in your area, you must ask the question just the same. Otherwise you may miss some of the information.</p> |
| <p>4. Sample questions</p> | <p>Sample questions appear in Sections XXI, XXII, XXIII, and XXIV of the General Farm Questionnaire and are numbered 150 through 184. These questions are to be asked for 1 farm out of every 5.</p> |

C. How to Make Entries on the General Farm Questionnaire

| Points to cover | Suggested presentation |
|---|---|
| 1. Types of entries | <p>What types of entries are to be made on the questionnaire?</p> <p>Entries on the questionnaire may be divided into five groups based on the kind of reply required. These groups are (a) Location of farm data, names and addresses, i.e. write-in information. (b) check squares, (c) numerical entries, (d) information transferred from the population card, (e) enumerator's record.</p> |
| <p>2. Write-in information</p> <p>(a) Location of farm data</p> <p>(b) Name and address of the operator</p> | <p>You must be sure to completely fill in the location of farm data at the beginning of every questionnaire.</p> <p>Exact description of the farm is very important and if the operator is not sure, you should have him check a recent tax notice or some other reliable source.</p> <p>In certain sections of the country, the range or concession and lot number must be filled in. In the Prairie Provinces the section, quarter, township, range and meridian must be reported. If more lines are needed to give the location of a farm, write them on a separate slip of paper and pin them to the questionnaire.</p> <p>In the Prairie Provinces you will list each section or quarter separately, and give the acreage for each part.</p> <p>Make certain that you describe the complete farm and include all land operated by this farmer, whether owned, rented, leased or managed. Be sure that you do <u>not</u> include land owned by this operator but rented to someone else. Sometimes, a farmer will operate land which is in the next municipality outside of your sub-district. Be sure that you describe the complete farm operated by this farmer whether all the land is in your sub-district or in another one.</p> <p>Question 1 asks for the name of the operator and his address. Always ask the address, do not assume that the address of a household is the same as that of the household you have just left. If the holding is operated by a partnership, consider the senior partner</p> |

| Points to cover | Suggested presentation |
|---|--|
| (b) Series of check squares | <p>X on Fruits, if after asking the farmer "Have you tree fruits grown mainly for sale?" he answers "No", then you will check the box beside the "No" and follow the instructions which tell you to "skip to question 61". If he had answered "Yes", the instructions tell you to get answers for questions 54 to 60. There should never be an "X" in both the "No" and the corresponding "Yes" square.</p> <p>There is a series of squares for some questions. An "X" in one of these squares indicates the correct or appropriate group or range. Look at question 6 "How many years have you farmed as owner, tenant or manager?" If the operator answers that he has farmed for 12 years, then you must mark the box opposite 10-14 years. Another example is question 44 on tobacco. If the farmer reports tobacco, then you must find out the type of tobacco and check the appropriate square, e.g. flue cured.</p> |
| <p>4. Numerical entries</p> <p>(a) Space for numerical entries</p> <p>(b) Whole numbers unless fractions are called</p> <p>(c) Dollars only</p> <p>(d) Blank for no entry</p> | <p>The third type of entry you are to make is numbers.</p> <p>Numbers should be written in the space provided for them.</p> <p>Whole numbers are to be entered in most cases. In a few places provision has been made for reporting fractions. In such cases, the number 10 is printed at the right under the line for reporting numbers. If the respondent in answer to question 31, says he has $\frac{1}{2}$ acre of potatoes, you should enter "5" above the "10", as 5/10. If he says $1\frac{1}{2}$ acres, you enter the whole number "1" and "2" or "3" above the "10", as 1-2/10 or 1-3/10.</p> <p>In all questions on value, <u>enter dollars only</u>, omitting the cents.</p> <p>Where no entries are required, leave the space blank. Do <u>not</u> fill in dashes, or zeros.</p> |

| Points to cover | Suggested presentation |
|--|---|
| 5. Information transferred from the population card | <p>Certain information may be transferred from the population card made out for the farm operator. As information on the age and birthplace of the operator will already have been obtained from the operator when you filled in the Population Card, you should transfer this information from the Population Card to the General Farm Questionnaire without repeating the questions.</p> |
| 6. Enumerator's record | <p>You must always fill in the enumerator's record at the end of the questionnaire and sign your name after you have reviewed the questionnaire. Make sure that you always mark whether or not the farm enumerated is in the agriculture sample.</p> |
| <p>7. How to make changes on the questionnaire</p> <p>(a) Check in wrong square</p> <p>(b) Figure in error</p> | <p>Certain definite rules in making changes must be followed at all times.</p> <p>Do not erase or use an ink eradicator. If a question has been answered that should not have been, simply cancel, leaving the entry readable.</p> <p>If the wrong square has been checked, draw a circle around the square and check the correct one.</p> <p>If a number must be changed, draw one line horizontally through the number and write the correct number immediately above it. Do not attempt to trace over an original number or statement. If it is necessary to re-write it in order to make it readable, write it again immediately above the original entry.</p> |
| 8. Incomplete reports | <p>Replies of "I don't know" and "not available" <u>are not acceptable.</u></p> <p>You are on the farm and are in the best position to get a report.</p> <p>If the respondent has recently moved to the place, he may hesitate to make a report for someone else's operations. Encourage him to report approximate acreage and yields of crops harvested on the basis of stubble and other cover.</p> |

| Points to cover | Suggested presentation |
|--|--|
| 1. Farm operator | <p>Remember that you must give information on only one person who you have determined to be the operator of this farm and that question 1 through 6 must be completed on all questionnaires.</p> <p>Remember, too, that information on the age and birthplace of the operator should be simply transferred from the population card without repeating these questions.</p> <p>Notice that only question 4 (a) <u>or</u> 4(b) is to be answered and <u>never</u> both. If, in questions 4(b), 5 and 6, <u>less than 1 year</u> is reported, check "1 year".</p> |
| 2. Farm workers (a) Family workers (b) Hired workers | <p>Question 7 must <u>always</u> have an answer.</p> <p>Make certain in question 8 that you do not include housework as being farm labour, and that members of the family reported in this question did not receive regular wage payments. If regular wage payments were received by members of the family, they must be reported in question 9.</p> <p>You are to report in question 9 only those persons working on this farm and receiving regular wages during the preceding week. If the farm is operated by a manager he must be reported in question 9.</p> |
| 3. Work off this farm | <p>Include in question 10 the total number of days the farm operator worked for wages, commissions, etc., at either farm work off the farm, non-farm work, or both.</p> <p>Non-farm work would include carpentry, fishing, blacksmithing, working in the woods or on the roads, buying grain or live stock, etc. It would include days spent working for the municipality or other organization either for cash or in payment for taxes, etc.</p> <p>Farm work would include ploughing, threshing, general farm labour, etc. Do <u>not</u> include days of non-farm work off the farm performed by members of the operator's family.</p> |

E. Land Area and Land Use

| Points to cover | Suggested presentation |
|---|---|
| <p>1. Determining the acres in the farm</p> | <p>After you determine that a General Farm Questionnaire is required, you must first describe the land in the farm, filling in the range or concession and lot number in the case of certain sections of the country, or the section, quarter, township, range and meridian in the Prairie Provinces. Make sure that you describe the complete farm and include all land operated by this farmer, whether owned, rented, leased or managed.</p> <p>In the Prairie Provinces you will list each section or quarter separately, and give the acreage for each part.</p> <p>The total acreage reported in question 11 will be the total area of the farm described, whether in your subdistrict or elsewhere. In the Prairie Provinces this total must agree with the total of the areas listed in the land description of the Location of Farm Section.</p> <p>On some farms, members of the operator's family or other persons living on the farm will grow small acreages of crops or will keep live stock, or both. Include all such operations on the questionnaire of the farm operator.</p> |
| <p>2. Area owned</p> | <p>You will consider as owned the land that the operator or his wife owns under title, homestead law, purchase contract, or as an heir or as a trustee of any individual estate, whether it is used for crops, pasture, etc.</p> <p>Land owned may be in one tract or in two or more tracts. These tracts may be next to one another or may be several miles apart. If the farmer owns and operates this land it must be included in question 12(a). Do <u>not</u> include land owned by this farmer and rented to someone else.</p> |
| <p>3. Area rented (a) Area rented or leased from others on a cash or fixed kind basis</p> | <p>The area rented or leased from others on a cash basis will be reported in question 12 b (1). If an area is rented but the rent is not actually paid in cash, but is paid on a fixed kind basis, it should also be reported under this question. A fixed kind basis is</p> |

| Points to cover | Suggested presentation |
|--|--|
| <p>(b) Area rented or leased from others on a share basis</p> <p>(c) Report <u>all</u> rented land</p> | <p>a case where the farmer agrees to deliver to the landlord a certain fixed quantity of grain, live stock products, etc., regardless of the yield or production.</p> <p>If the operator rents or leases land, but does not pay any rent, the area will be shown in this question.</p> <p>You will report in question 12 b (2) the area rented for a percentage share of the crop or other production, as for example 1/3, 2/3, etc. In this case, the rent paid would vary with the production.</p> <p>You must be sure that you report the entire area that the farmer is renting. A separate field is often rented from a nearby farmer. Don't overlook this in reporting the area rented.</p> <p>The rented land may be in more than one tract. It may be owned by more than one landlord. All tracts should be included on one questionnaire if they are operated by this farmer, whether they are located in your sub-district or elsewhere.</p> |
| <p>4. Area operated by a hired manager</p> | <p>You may find a holding that is operated by a hired manager. In such cases the area managed will be entered in question 12 (c).</p> <p>Sometimes a hired manager may also own or rent a tract of land which he operates himself, in addition to the land that he manages. In cases of this kind include all the operations on one questionnaire. The area owned would be reported in question 12 (a), the area rented in question 12 (b) and the area managed in question 12 (c).</p> <p>Where an area is operated by a hired manager, you must enter, in the space provided, the name and address of the owner of the land.</p> <p>Do not confuse a hired manager with a hired hand or caretaker. A hired manager is responsible for most or all of the farming operations. He makes day-by-day decisions as to what is to be done. On the other hand, a hired hand or a caretaker usually does not make day-by-day decisions as to what is to be done.</p> |

| Points to cover | Suggested presentation |
|---|---|
| 5. Check the acreages | You must always make sure that the total of the acreages given in Question 12 equal the total area of the farm as given in Question 11. |
| 6. Condition of farm land (a) Each acre to be placed in one pocket | <p>Questions 13 through 18 are designed to find out how the land in the farm was used this year.</p> <p>Some of the land may have been used for crops. A part of the land may have been in summer fallow. Part of the cultivated land on the farm may be seeded to pasture and used for grazing or left uncut. Some of the cultivated land may have been left idle all year and neither planted to crops nor summer fallowed. Some of the land was probably occupied by buildings, farm yards and lanes. Part of the farm may be woodland or forest. Some may have been waste land.</p> <p>In reporting the uses made of the land, notice that each acre of the land must be reported <u>in one and only one</u> of the questions 13 through 18.</p> |
| 7. Area under crops (question 13) (a) Field crops (b) Hay (c) Farm and market gardens, orchards, small fruits and nurseries | <p>Question 13 will include the total area of field crops in 1949. This will be the total of the first column of Questions 22 through 46.</p> <p>The area of cultivated grass and clover that was cut for hay or seed will be reported in Questions 29 and 30 of the crops section, and the 1949 acreage must be included in Question 13. Do <u>not</u> include areas seeded to pasture and used for grazing or left uncut.</p> <p>The total area in the farm or market garden, orchard, area of small fruits or nurseries must be included in question 13.</p> <p>Usually the total acreage reported in Question 13 will differ from the total of the 1949 acreage for Questions 22 to 46, 50, 54, 62 and 68(a) only by the area of vegetables, fruits, nursery and greenhouse products grown mainly for home use. In other words, if you will add these acreages they should normally be within an acre or two of the total to be entered in Question 13. However, if two or more crops were harvested from the same piece of land in 1949, this will mean that the total acreage</p> |

| Points to cover | Suggested Presentation |
|--|--|
| | <p>under crops in Question 13 will be less than the total of the individual crop acreages. You must explain the circumstances in the remarks section.</p> <p>It may be helpful for you to obtain the land from which crops were harvested field by field. If you do this, you will be more likely to get all the land from which crops were harvested in 1949 and you will not count the land more than once in the answer for this question.</p> |
| 8. Area in Summer fallow (question 14) | <p>You must report in Question 14 the total acreage on the holding that was tilled as summer fallow in 1949. Land that was ploughed during the summer, after a crop such as hay was taken off, must be reported in Question 13 as area under crops and <u>not</u> as summer fallow. You will, however, report as summer fallow an area where a crop such as sweet clover or buckwheat was sown and ploughed under as green manure.</p> |
| 9. Area of cultivated land pastured this year (question 15) | <p>You will report in Question 15 all land which has been cultivated and seeded to pasture and used for grazing or left uncut. Do <u>not</u> include in this question <u>natural</u> prairie or pasture land which must be included in Question 18.</p> |
| 10. Area of land that has been cultivated but was idle this year (question 16) (a) Farm building and barnyard (b) New breaking | <p>Sometimes a farmer will leave a piece of cultivated land idle for a year and will neither plant crops nor summer fallow it. Such land will be reported in this question.</p> <p>Question 16 will include houseyards, barnyards, roads and lanes.</p> <p>Include also in Question 16 areas of new breaking that have not yet been cropped.</p> |
| 11. Woodland (question 17) | <p>Include in Question 17 all woodland, farm woodlots, land leased for cutting and cutover land with young growth which has or will have value as timber. The area of trees planted for wind breaks must be included in this question. Do <u>not</u>, however, include large timber tracts which are run as a separate business from the farm.</p> |

| Points to cover | Suggested presentation |
|--|--|
| (a) Woodland not pastured (question 17(1)) (b) Woodland pastured (question 17(2)) | Report in Question 17 (1) the area of woodland which was not used for grazing or pasture. Report in Question 17 (2) the area of woodland in which the farm operator allowed his live stock to graze or pasture. |
| 12. Area of other land (question 18) | Include in Question 18 such areas as natural pasture or hay land that has not been cultivated, brush pasture, grazing or waste land, sloughs, marsh, rocky land, etc., that are part of the farm. |
| 13. The sum of questions 13 through 16 | On <u>every questionnaire</u> you must total the acreage reported in Questions 13 through 16 and enter the total in the space provided immediately below question 16. |
| 14. The sum of questions 13 through 18 | On <u>every questionnaire</u> you must total the acreage reported in Questions 13 through 18 and enter this total in the space provided immediately below question 18. You must make sure that this total is exactly the same as the total acreage in the farm as reported in question 11. If you have seen that each acre of land in the farm was reported in only one of the questions (13 through 18) these totals will be the same. If these totals are not the same, you must find out why and make the necessary change. |
| 15. Location of land | Question 20, "Is all the land in this farm (Question 11) located in this municipality", must be answered on every questionnaire. If part of the area is in other municipalities, then you must complete Questions 20(a) and 20(b). In 20(a) you will report the area of the farm in the municipality in which the farmer is living or where the main buildings are located, i.e., the municipality in your sub-district. In 20(b) you will report the name of the other municipalities in which the farm is located and give the area in each. |

F. Farm Values and Farm Machinery

| Points to cover | Suggested Presentation |
|--|--|
| <p>1. Farm values</p> <p>(a) Value of land</p> <p>(b) Value of buildings</p> <p>(c) Value of machinery</p> | <p>The value reported for the farm land, buildings and machinery will be the amount for which they would sell if there were a willing buyer and a willing seller, and not a forced sale. Do not report the original value, the replacement value, or the assessed value in the case of the farm, unless it conforms with the market value.</p> <p>Question 19(a) asks for the value of the land. This value applies to all the land in the farm as reported in Question 11.</p> <p>Question 19(b) asks for the value of all farm buildings on this farm. This will include all the dwellings on the farm, barns, granaries, etc. On Institutional farms report only the value of buildings used for agricultural purposes. Do not report assessed values unless it conforms with the market value.</p> <p>The value of the machines reported in Question 21 must be given in the space provided. An estimate of the value of any machinery and farm equipment not specified in the rest of Question 21 must be given in Question 21(n). This will include such equipment as ploughs, wagons, seeders, cultivators, other dairy equipment, garden tools, harness, etc.</p> <p>The total of the values given in Question 21 (a) through 21(n) must be entered in Question 21(o).</p> |
| <p>2. Farm machinery</p> | <p>Besides the value of farm machinery you must enter the total number of the various classes of machines in Question 21.</p> <p>Do not include old equipment which is no longer used.</p> <p>Farm machinery owned on shares will be included on the farm where it is found at the enumeration date.</p> |
| <p>3. Electric power</p> | <p>You must always check an answer for that part of Question 21 asking "Have you electric power on this farm?" If the operator reports that there is electric power, then you must check the source of power - power line, wind electric, or some other source such as a small gasoline engine.</p> |

G. Enumerating Crops

| Points to cover | Suggested Presentation |
|-------------------|--|
| 1. Crops sections | Look at Sections VIII, IX, X and XI of the General Farm Questionnaire. These sections provide space for the reporting of crops harvested in 1948 and 1949. |
| (a) Field crops | <p>Section VIII of the General Farm Questionnaire contains questions on field crops. Space is provided for giving the area harvested in 1949, the quantity harvested in 1949, and the area harvested in 1948. Questions 22 to 44 are on the principal field crops grown on the farm. Question 45 asks for the quantity of prairie or marsh grass cut in 1949 on this farm or elsewhere.</p> <p>Question 46 provides space for reporting the acreage and production of all other field crops not asked for in questions 22 to 44. You are to report the total acreage of any other crops grown in 1948 or 1949 and the 1949 production in pounds for all other crops that may be reported on this farm. Provision has been made in this question to check certain of the crops that may be encountered, i.e. flax of fibre varieties, sunflower seed, rape seed, and mustard seed. If the crop is some other crop than these four, then you must check the square opposite "other".</p> <p>Question 47 asks for the value of production of the "other crops" reported in question 46. Whenever you have an acreage and production entered in question 46 you must have a value figure in question 47.</p> |
| (b) Vegetables | <p>Question 48 in Section IX on Vegetables, "Did you harvest any vegetables this year for home use?", and Question 49 "Did you harvest any vegetables this year <u>mainly for sale?</u>" must be answered on <u>every questionnaire filled out</u>. If the farm operator replies that he did not harvest vegetables this year mainly for sale, then you may skip to question 53. Otherwise questions 50, 51, and 52 must be completed.</p> <p>Notice that the section on vegetables does <u>not</u> include potatoes or turnips. These crops are covered by questions 31 and 43 in the field crops section.</p> |

Points to cover

Suggested Presentation

(c) Tree fruits

If more than one crop of vegetables are harvested from the same piece of land, then the acreage of each crop must be reported.

Question 53 "Have you tree fruits grown mainly for sale?" must be completed on every questionnaire. If there are not any tree fruits on this holding, or there are some, but they are grown mainly for home use and not for sale, you will check "No" and follow the instructions which tell you to skip to question 61. If there are tree fruits grown mainly for sale, then you must check "Yes" and complete questions 54 to 60.

Notice that question 56 on apples asks for both the number of trees under 10 years of age and 10 years and over. Questions 57 through 60 ask for the number of the various types of fruit trees under 5 years and 5 years and over.

(d) Small fruits

Question 61 asks "Have you this year, or did you grow last year any grapes, strawberries or other cultivated small fruits mainly for sale?" This question must be completed on all questionnaires, but as in the case of question 53 on tree fruits, this is a lead question which may allow you to skip the succeeding questions on small fruits.

Notice that only cultivated fruits are asked for. You must omit wild fruits such as pin cherries, wild blueberries, saskatoons, etc.

(e) Nursery and greenhouse products

Question 67 asks "Do you grow mainly for sale nursery or greenhouse products?" and must be completed on all questionnaires. As in the case of questions 53 and 61, this is a lead question which may allow you to skip the succeeding questions on nursery and greenhouse products.

(f) Seed harvested

Section XI on the questionnaire contains questions pertaining to the seed harvested on the farm in 1949.

Question 70 "Did you harvest any seed this year from area reported in questions 29 or 30?" must be completed on all questionnaires. If seed was not harvested then you may skip to question 71. If seed was harvested then you must complete the succeeding questions.

Points to cover

Suggested Presentation

| | |
|---|---|
| | <p>Notice that the acreage reported in this section must have already been reported in questions 29 and/or 30. If the hay from which the seed was taken is to be used as feed, the production of hay will be shown in Column 2 of questions 29 and 30. The seed is to be reported on a cleaned basis. If the seed has not been cleaned, you will have to make an estimate of the weight of the seed if it were cleaned.</p> |
| 2. Crops go with the land | <p>in Question II we determined the acreage in the farm. The crops harvested from this land are to be reported in the crops section VIII, IX, X, and XI.</p> <p>In the case of the area of crops harvested in 1948, it is very important that you keep this point in mind and report the area harvested from this land, regardless of who grew them. If you make certain that the respondent understands this point, your job will be easier.</p> <p>The person who grew the crops in 1948 may have quit farming or he may have moved to another farm. You must relate the 1948 area of crops to the land and not necessarily to the person who grew them.</p> <p>Some farmers will have either more or less land than they had in 1948. You must make certain that the areas of crops reported for 1948 are the areas for the farm as described on the questionnaire and not necessarily the area farmed by this operator in 1948.</p> |
| 3. Nurse crops | <p>When nurse crops are grown, as for example, where sweet clover is seeded with oats, report only the area of oats harvested. Do not duplicate this area by reporting the same acreage under sweet clover.</p> |
| 4. Fall sown crops | <p>Report in columns 1 and 2 of Section VIII the area and production of crops sown in the summer or fall of 1948 and harvested in 1949. Report in column 3 the area of crops sown in the summer or fall of 1947 and harvested in 1948.</p> |
| 5. Two or more crops harvested from the same land | <p>When two or more crops were harvested in one year from the same land, be sure to report the area of all crops. If more than one crop was harvested from the same land in 1949, then this will mean that the total 1949 acreage of questions 22 to 46, 50, 54, 62, and 68 (a) will be greater than the acreage in question 13 in Section IV.</p> |

| Points to cover | Suggested Presentation |
|--|--|
| (a) Interplanted crops | When two crops are grown together, as when soybeans are grown between or in rows of corn, the total acreage is to be reported under each crop. |
| (b) Crops harvested in orchards | Where a crop is harvested between trees in an orchard, report the acreage of the crop as if it were grown alone. Also, if the tree fruits are grown mainly for sale, report the area in Question 54. |
| (c) Mixed crops | Report grain crops harvested as a mixture in Question 28. A mixture of grasses and clovers should be reported in Question 29. |
| (d) Succession crops | If two or more crops were grown in succession on the same land within the same year, the entire acreage would be reported in the question for each crop. This will occur most frequently in the case of vegetables. |
| (e) More than one cutting of hay crops | In reporting two or more cuttings of hay from the same area of land, the acreage is to be reported but once. The total production of <u>all</u> cuttings is to be reported in Column 2. |
| 6. Persons sharing in crops | For tenant-operated farms, landlords may share in one or more of the crops. The total quantity harvested must be reported on the tenant's questionnaire. Likewise, if anyone else shares in the crop, the total quantity harvested must be reported on the farm reporting the crop. |
| 7. Units of measure | <p>The quantity for each crop must be reported in the unit of measure called for on the questionnaire.</p> <p>(a) Use of conversion factors</p> <p>When the quantity harvested for a crop is reported in a unit other than that called for, you must convert it to the unit called for on the questionnaire.</p> <p>Conversion factors may be found in the Enumerators Manual</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">* Ask trainees to turn to this part of the Enumerators Manual</p> <p style="text-align: center;">-----</p> |

| Points to cover | Suggested Presentation |
|--|---|
| | <p>In some communities the quantity of corn harvested may be reported in bushels of ear corn. The questionnaire calls for bushels of shelled corn. It is your job to see that the quantity of corn harvested is reported in bushels of shelled corn. Two bushels of ear corn or husked corn by measure equal approximately one bushel of shelled corn. One bushel of ear corn weighs 70 pounds and one bushel of shelled corn 56 pounds.</p> |
| <p>8. Check acres of 1949 crops in Sections VIII, IX, and X with area of cropland in Question 13</p> | <p>After all the crop questions have been answered, you must add the 1949 acreages for Questions 22 to 46, 50, 54, 62 and 68(a). Compare this total with the area under crops as reported in Question 13. These totals will usually differ only by the area of vegetables, fruits, nursery and greenhouse products grown mainly for home use and should normally be within an acre or two. However, if two or more crops were harvested from the same piece of land in 1949, this will mean that the total acreage under crops in Question 13 will be less than the total of the individual crop acreages.</p> <p>If the difference between these two totals is more than an acre or two and cannot be accounted for by two or more crops grown on the same piece of land, then you must find out whether or not any crops have been omitted or incorrect acreages given and make the necessary change.</p> |

H - Enumerating Live Stock and Live Stock Products

| Points to cover | Suggested Presentation |
|--|--|
| 1. Section XIII Live Stock and live stock products | Section XIII of the General Farm Questionnaire asks for the number and value of the various classes of live stock on the farm on October 24, the production of certain dairy products and eggs in September, the wool clip in 1948, and honey production in 1949. |
| <p>2. Include all animals kept on the farm</p> <p>(a) Live Stock on community pastures</p> <p>(b) Live Stock for breeding</p> <p>(c) Live Stock owned by the operator and kept elsewhere</p> | <p>Report all domestic animals kept on this farm, whether they belong to the farm operator, his hired help or members of his family. Report also animals kept on this farm which are pastured or fed for others.</p> <p>You are however to include live stock owned by this farm operator but pastured on community pastures. When enumerating community pastures, therefore, you will not include the live stock pastured there for farmers in the community.</p> <p>Breeding animals which are owned jointly by two or more farmers and kept in turn on the various farms must be reported on the farm where they happen to be located on October 24.</p> <p>Do <u>not</u> report on this questionnaire live stock owned by this operator which are pastured or kept on another farm or ranch <u>unless</u> it is a community pasture. Such live stock will be enumerated on the questionnaire of the operator of the farm or ranch where they are being kept.</p> |
| <p>3. Total number of each class of live stock</p> <p>(a) Horses</p> | <p>The questionnaire usually calls for the total number of the various classes of live stock and also for the numbers according to age and sex.</p> <p>It is very important that you make sure for each class of live stock that the total of the numbers according to age and sex is the same as the total number of that class.</p> <p>Look at questions 78 through 82 on horses. Question 78 asks for the total number of horses on the farm on October 24. Question 79 asks for the number of mares 2 years and over; Question 80, the geldings 2 years and over; Question 81 the colts and fillies under 2 years; and Question 82 the stallions 2 years and over. It is very important that you make certain that the number of animals given for Questions 79 to 82 equals the number for question 78. You must make similar checks for the questions on cattle, sheep, swine and chickens.</p> |

| Points to cover | Suggested Presentation |
|--|---|
| (b) Cattle | <p>Questions 83 through 88 ask for the number of cattle on the farm. Besides asking for the number of cattle by age and sex you must also enumerate the cows and heifers according to the purpose for which they are kept.</p> <p>Question 84 asks for the number of cows and heifers kept mainly for <u>milk</u> purposes. You are to include in this question those animals of dairy breeds or mixed dairy breeds which are used or will be used primarily for milk production.</p> <p>Question 85 asks for the number of cows and heifers kept mainly for <u>beef</u> purposes. You will include in this question those animals of beef breeds or mixed beef breeds which may be milked occasionally but are kept primarily for beef purposes.</p> |
| 4. Wool clip | <p>Questions 96 and 97 are concerned with the wool clip in 1948.</p> |
| (a) Number of sheep shorn | <p>Question 96 asks for the number of sheep shorn in 1948. This number should have some degree of relationship to the weight of fleece in Question 97 (a).</p> |
| (b) Weight of fleece | <p>Question 97 asks for the weight of fleece produced, the amount of wool sold or for sale, and the amount of wool for home use. You will observe that it is the weight of the unwashed fleece that is required. This is essential in order that the figures for all farms may be comparable.</p> |
| 5. Bees | <p>You are to report in Question 115 the total number of hives located on this farm, whether owned by the farm operator or not.</p> |
| (a) Bees kept on the farm but owned by someone else | <p>Sometimes you will find that there are hives of bees on the farm which are owned by someone else. In cases of this kind, you must report these hives in Question 115 and write the name and address of the owner in the space provided.</p> |
| (b) Bees owned by the farm operator but kept elsewhere | <p>Do <u>not</u> report on this questionnaire hives of bees that are owned by this operator but are kept on another farm. They will be reported on the farm on which they are kept.</p> |

| Points to cover | Suggested Presentation |
|---------------------------|---|
| (c) Honey production | <p>Notice that the production of honey asked for in Question 116 applies to the hives kept on the farm and enumerated in Question 115. Do <u>not</u> report the honey produced by hives located on another farm. In cases where the farm operator does not own the hives of bees kept on his farm he may not know the honey production. In cases of this kind you must make some estimate of the probable production and note carefully in the remarks section that you have had to make an estimate.</p> |
| 6. Disposal of live stock | <p>Section XIV asks for the disposal of live stock on this farm in 1948. Do not include the transactions of drovers and live stock dealers unless you are required to fill out a General Farm Questionnaire for their holding and operations.</p> |

I. Enumerating forest products, maple products and fur-bearing animals

| Points to cover | Suggested Presentation |
|--|---|
| <p>1. Forest products</p> <p>(a) Forest products must be cut on the farm</p> <p>(b) Forest products cut by persons other than the farm operator</p> <p>(c) Report standard cords</p> <p>(d) Railway ties hewn</p> <p>(e) Other forest products</p> | <p>Questions 131 through 138 ask for the quantity and value of certain forest products cut, and the quantity of these forest products sold.</p> <p>All the forest products reported in this section must have been cut on the farm area reported in Question 11. Do not include forest products cut on large timber tracts which are run as a separate business from the farm and the area of which are not to be included with the farm.</p> <p>Notice that you are to include all forest products cut on the farm whether by the farm operator or anyone else.</p> <p>In reporting quantities of fuelwood and pulpwood report standard cords of 128 cu. ft. If the respondent reports the quantity in cords of a different size you must convert the quantity to standard cords. You will find conversion tables in your Enumerators Manual.</p> <p style="text-align: center;">* Have trainees refer to this table.</p> <p>Question 134 asks for the number and value of hewn railway ties. You are to include in this question only railway ties that are actually completed on the farm. Logs sent to a sawmill to be made into railway ties must be included in Question 135.</p> <p>Include in Question 138 such other forest products as Christmas trees, fence rails, etc.</p> |
| <p>2. Maple products</p> | <p>Include syrup and sugar made in 1949 from all trees tapped on this farm, even though by someone other than the farm operator. Include also syrup and sugar made by the operator from trees in the open woods for which no rental was paid.</p> <p>In some cases men living in towns and villages rent Crown land which they use only for the production of maple syrup and sugar. You fill out a farm questionnaire for these men whenever the products from such operations amount to \$250 or more.</p> |

| Points to cover | Suggested Presentation |
|------------------------|---|
| 3. Fur-bearing animals | Question 144, "Do you keep fur-bearing animals on this farm?" must be completed on all questionnaires. If there are fur-bearing animals on the farm, then you must fill in the kinds of animals in the spaces provided. |

J. Enumerating sales of farm products

| Points to cover | Suggested Presentation |
|---|---|
| <p>1. Sales for specified year</p> <p>(a) All sales for 1948 except maple products</p> <p>(b) Include <u>all</u> sales</p> <p>(c) Products traded or exchanged</p> <p>(d) Purchase for resale</p> | <p>When filling in the values of crops sold (Questions 71 to 77), the value of live stock and live stock products sold, (Questions 125 to 130), and the value of forest products, maple products and fur-bearing animals sold (Questions 139, 143 and 145) you must keep in mind that it is only the revenue received during the year specified that you want.</p> <p>Notice that the specified year for sales is 1948 except in the case of maple products when it is 1949.</p> <p>Farmers may overlook some sales made in 1948 if they were made at different times during the year. They often market poultry, hogs, and cattle in small lots and may easily forget some of the sales.</p> <p>Such products as butter and eggs that may be traded for groceries must be included in the value of sales. Products exchanged for services should be considered as sold, even though there was no exchange of money.</p> <p>Products which were purchased for immediate resale should not be included as sales.</p> |
| <p>2. Total income and <u>not</u> net income</p> | <p>Make sure that the revenues constitute the total income for the farm and not the net income. To get the value of sales of farm products, do not make deductions for any portion of the cost of production. When farmers sell their products at the farm or at a near-by market, report the total sales value at these points. However, where there is long distance hauling by rail or water this portion of the cost of such hauling should be subtracted in arriving at what the farmer received.</p> |
| <p>3. Sales are for the farm not for the person in charge</p> <p>(a) Landlord's share</p> | <p>The value of sales should represent income for the entire farm, that is, all the land listed in Question 11. The money from the sales may have been received by someone else. It makes no difference who has shared in the income.</p> <p>A part of the money from sales may have been received by the landlord. The landlord's share must be included as sales on the questionnaire of the tenant.</p> |

| Points to cover | Suggested Presentation |
|---|--|
| 4. Crops fed or used for seed | Do <u>not</u> include the value of crops fed to live stock or used for seed on the farm. |
| 5. Revenue must be consistent | The revenue reported must be consistent with the production of the crops, the number of live stock sold, the amount of forest products cut, and the amount of maple syrup or number of fur-bearing animals sold. |
| 6. Use of account books and income tax forms | <p>If the farmer keeps books you will find these of great value in getting information on farm income.</p> <p>You may find that he has a copy of his 1948 Income Tax Form which will give you the desired information. However, when referring to Income Tax forms you must be very careful to get the total sales for the complete farm and not just the income received by the farm operator himself. On some farms more than one family shares in the farm business. Income tax statements are prepared for an individual person and you must report on the questionnaire the sales values for all farm products sold in 1948 on the farm, regardless of who may have shared in the receipts.</p> |
| 7. Sales on Institutional farms | Products of an Institution farm used by the institution must be considered as sold and an estimate of their value entered in the proper section of farm revenues. |
| 8. Value of products used on the farm in 1948 | Question 146 asks "What is the estimated value of products of this farm used by all households on this farm in 1948?" You will probably have to assist the farmer in making an estimate for this question. Space has been provided on the questionnaire to break this item into fruits and vegetables, dairy products, poultry and eggs, meats, wool, fuelwood and maple products in order to assist you in arriving at the total figure. If you find it easier to arrive at a total figure, without breaking it into these groups then you may skip them. In any case, if products of the farm are used by the farm households you must enter a <u>total</u> figure in the space provided. |

K. The Sample Questions

| Points to cover | Suggested presentation |
|---|--|
| <p>1. Agriculture sample questions</p> <p>(a) To be asked for about one-fifth of the places requiring General Farm Questionnaires</p> | <p>The sample questions appear in sections XXI, XXII, XXIII and XXIV and are numbered 150 through 184.</p> <p>These questions will not be asked for every holding requiring a General Farm Questionnaire but will be asked for about one-fifth of the holdings requiring questionnaires.</p> <p>The agriculture sample is <u>not</u> dependent in any way upon the Housing sample. It is dependent upon the last digit of the number of your sub-district and the <u>number of the farm in order of visitation</u>. If the last digit of the number of your sub-district is 1 or 6, you must fill out the sample questions on the first farm visited and on every fifth farm thereafter, i.e., farms numbered 6, 11, 16, 21, 26, etc. If the last digit of your sub-district happens to be 2 or 7, you must ask the sample questions on farms 2, 7, 12, 17, 22, 27, and so on in the order of visitation.</p> <p style="text-align: center;">* Review the relation between sub-district numbers and when to ask the sample questions as taught earlier. Ask trainees to give their sub-district number and tell when they ask the sample questions.</p> |
| <p>2. Farm expenditures</p> <p>(a) Taxes (question 150)</p> | <p>Notice that all expenditures must apply to the calendar year 1948.</p> <p>Question 150 on taxes is to be answered only for buildings and land operated by the owner in 1948. Where the farm operator owned one part of the farm and rented another part, he must report taxes only for the part he actually <u>owned</u> and <u>operated</u>.</p> <p>Do not report here taxes on land owned by this operator but farmed by someone else. State only the current real estate taxes levied in 1948 on the land operated by this owner, and on the buildings and improvements on the farm.</p> |

| Points to cover | Suggested presentation |
|--|---|
| | <p>Do not include back taxes, irrigation taxes, sales taxes, gasoline taxes, etc.</p> <p>If any of the acreages reported as owned in 1949 was not operated by the present operator in 1948, you must assist the farmer in approximating the tax levy for that acreage in 1948.</p> |
| (b) Rent (Question 151) | <p>The question on rent must be answered whenever the farm operator reports that he rented or leased land in 1948, and must include not only rent paid in cash, but also the cash value of rent paid in kind. If the land was rented on a share basis, include the estimated cash value of this share.</p> <p>Include any taxes or repairs paid for by the tenant, while contributions by the landlord for such things as feed, seed, fuel, etc., must be subtracted. If the land was rented free of charge, then you should mark "free".</p> |
| (c) Field crop seed (question 152) | <p>Question 152 on the expenditures in 1948 for field crop seed must include the amount expended for grains, grass or fodder crop seed, seed potatoes, etc. Purchases of vegetable seeds or plants must be reported under question 161.</p> |
| (d) Custom work (question 153) | <p>Include in question 153 the amount expended in 1948 for hired custom work done on the farm, such as ploughing, threshing, wood-sawing, etc. Custom work includes the work done by a man and his "outfit", and he is usually paid by the bushel, by the acre, by the cord of wood sawed, etc. This type of work must not be confused with work done by hired farm labourers, the wages for which must be included under question 157.</p> |
| (e) Expenditures for new or used implements and machinery (question 155(a)) | <p>Question 155(a) asks for the expenditures in 1948 for new or used implements and machinery <u>including</u> automobiles. Include the actual cost of new or used implements and machinery. If, for example, a new tractor was bought for \$1000 and an old one was turned in with an allowance of \$200, the expenditure will be entered as \$1,000.</p> |
| (f) Expenditures for parts and repairs for all equipment (question 155(b)) | <p>Question 155(b) asks for the expenditures in 1948 for parts and repairs for all equipment <u>except</u> automobiles. Include in this question repair parts such as binder and mower parts, disc plates, etc. Report also repair labour such as blacksmithing, machine shop and garage labour costs, also report horse-shoeing expenses under this question.</p> |

| Points to cover | Suggested presentation |
|--|---|
| (b) Non-farm work | <p>Questions 171 to 174 deal with non-farm work performed by the farm operator in 1948.</p> <p>Question 171 must be asked on all farms in the Agriculture Sample, but questions 172 to 174 will be asked only of those operators in the Sample who report non-farm work.</p> <p>If the farm operator reports that he was engaged in non-farm work in 1948, then you must find out the occupation followed and check the proper occupation group in question 172. You must also check the number of days worked in question 173 and report the revenue received in question 174, <u>excluding</u> all expenses. For example, when reporting the revenue from road work, fuel and oil expenses for the tractor must be deducted.</p> |
| (c) Other non-farm income | <p>Question 175 asks for the income received by the farm operator in 1948 from boarders, over-night cabins, exhibition prizes, breeding fees, sale of coal, sand or gravel, mineral or oil royalties, etc.</p> |
| <p>5. Production of milk in September, 1949</p> <p>(a) Quantity</p> <p>(b) Milk equivalent</p> | <p>Section XXIV of the General Farm Questionnaire deals with the production and disposal of whole milk in September, 1949, on farms in the Agriculture Sample.</p> <p>You will notice that you must enter in column 1 not only the quantity but also the unit of measure used in reporting this quantity, e.g., pound, quart or gallon.</p> <p>In past censuses, some Enumerators experienced difficulty in arriving at the total production of milk as there are very few farmers who kept accurate records of this item.</p> <p>Column two, the milk equivalent column, has been inserted to help you in this task. You must enter in column 2 the pounds of whole milk that are equivalent to the quantity of cream, butter and cheese that are entered in column 1. If column 2 is properly filled in, the sum of the entries of questions 177 to 181 (col. 2) will equal the total for question 182.</p> |

| Points to cover | Suggested presentation |
|--------------------------------|---|
| (c) Milk consumed | <p>In order to assist you in making these conversions, you will find a table of approximate milk equivalents on the questionnaire.</p> <p>If, for example, the amount of whole milk sold in September (question 177) is reported in gallons, you will report the amount in column one and write "gals." In order to report the milk equivalent in column two, you may consult the table of milk equivalents which tells you that 1 gallon of milk weighs approximately 10 pounds on the average. Thus, you will multiply the gallons of milk reported by 10 and enter the resulting figure in column two.</p> <p>Similarly, if cream sold in September is reported as pounds of butterfat (question 178 (a)), you will enter the pounds reported in column one, multiply the reported pounds of butterfat by 30, and enter the resulting figure, which is the milk equivalent, in column 2.</p> <p>Question 181 (a) asks for the amount of milk consumed in September by the households on the farm, while question 181 (b) asks for the quantity of <u>whole milk</u> fed to live stock on the farm in September.</p> <p>Include all whole milk used by households living on the farm, whether consumed as whole milk or as cream.</p> <p>Be sure to report in question 181 (b) only <u>whole milk</u> fed to live stock. Skim milk consumed by the household or fed to live stock must not be reported in this question.</p> |
| 6. Farms in agriculture sample | <p>In the enumerator's record at the end of the questionnaire you will notice a question reading "Is this farm in the agriculture sample?" It is very important that you <u>always</u> check either "yes" or "no" to this question.</p> |
| 7. Remarks | <p>Throughout the discussion of the General Farm Questionnaire the remarks section has been mentioned several times. Whenever you meet a situation that you feel needs an explanation, you should make this explanation in the remarks section. These remarks will often explain an unusual entry on the questionnaire and save later correspondence from the head office.</p> |

L. The Irrigation Questionnaire

(For Alberta Subdistricts only)

| Points to cover | Suggested presentation |
|--|---|
| 1. When to complete the Irrigation Questionnaire | The Irrigation Questionnaire must be filled out when the farm operator answers "yes" to question 147 on the General Farm Questionnaire "Have you a crop irrigation system on this farm?" This Questionnaire must be completed in addition to the General Farm Questionnaire for farms reporting a crop irrigation system. |
| 2. Definition of irrigation system | A crop irrigation system is a system whereby water is applied to the land by controlled flooding through a system of ditches, sprayers, or similar works. |
| 3. Enumerating irrigated crops | |
| (a) Field crops | Questions 8 through 18 concern irrigated field crops. Only the area irrigated this year is to be reported on this questionnaire. Notice, however, that the complete area of crops (both irrigated and non-irrigated) must be reported on the General Farm Questionnaire. |
| (b) Vegetables and fruits | Questions 19, 20 and 21 concern the irrigated area of vegetables and fruits <u>grown mainly for sale</u> . Do <u>not</u> report the irrigated area of vegetables and fruits grown mainly for home use. |

Review Questions on Agriculture

1. Ask: A farmer owns and operates 120 acres of land. He also rents a 40 acre field on which he grew hay. How many acres must be reported in Question 11, acreage in the farm?

Ans: 160 acres.

2. Ask: A farmer owns and operates a 160-acre tract of land. He also operates a tract of 80 acres which his wife owns. (a) How many acres must be reported in Question 11? (b) How many acres in Question 12 (a)?

Ans: (a) 240 acres
(b) 240 acres

3. Ask: A farmer owns 160 acres. He rents 40 acres of this land to a neighbour. Then he rents 20 acres of pasture from another neighbour for cash. How many acres must be reported in Questions 11, 12a, 12b(1), 12b(2)?

Ans: Question 11. 140
Question 12a 120
Question 12b(1) 20
Question 12b(2) Blank.

4. Ask: A farmer owns and farms two adjoining tracts of land in your subdistrict - one tract of 60 acres and another of 80 acres. How many General Farm Questionnaires are required? What acreage should be reported in Question 11?

Ans: One questionnaire
140 acres.

5. Ask: A farmer owns and farms two tracts of land - one tract of 60 acres on which he lives, in your subdistrict, and 80 acres several miles away in another subdistrict. (a) Should you complete a General Farm Questionnaire? (b) How many acres should be reported in Question 11?

Ans: (a) Yes. The buildings are located in your subdistrict.
(b) 140 acres. You must complete a General Farm Questionnaire covering all the land.

6. Ask: A farmer has 50 acres of grass and clover which he planted last year. (a) Where in Section IV must this acreage be reported if he cut this hay this year and took off 40 tons? (b) Where in Section IV must this acreage be reported if he didn't cut the hay this year but pastured his cattle on it?

Ans: (a) 13.
(b) 15.

7. Ask: A farmer has 60 acres in woods. This year he ran his live stock on 20 acres of this land. In which questions in Section IV must this acreage be reported?

Ans: 40 acres in question 17(1)
20 acres in question 17(2)

8. Ask: A farmer reports that he has on the farm his good binder and an old binder he no longer uses, his tractor, his truck, and the threshing machine that belongs to both him and his neighbour. Which of these machines must be reported on the Questionnaire?

Ans: 1 binder, 1 tractor, 1 truck and 1 threshing machine must be reported. The old binder which is no longer used will not be reported. The threshing machine will be reported on this farm questionnaire even though it is only partly owned by this operator because this is where you found it on the enumeration date.

9. Ask: 50 acres of sweet clover were cut in 1949 and 75 tons of hay taken off. From 10½ acres of this land 2,000 pounds of seed valued at \$150 were also harvested.

What entries should be made on the questionnaire?

Ans: 50 acres and 75 tons would be entered in columns 1 and 2 of Question 29, 10 5/10 acres would be entered in column 1, 2,000 pounds in column 2, and \$150 in column 3 of Question 70 (a).

Question 70 would have a check mark beside "yes".

10. Ask: A farmer grew 1,500 bushels of wheat in 1948. He sold all this wheat in the spring of 1949. Should the value of this wheat be reported in Question 71?

Ans: No. Only the sales actually made in 1948 are to be included.

11. Ask: A 15-year-old son has a small poultry flock of his own. He uses his father's buildings but pays for all the feed himself. Do you report this poultry or the sales on the questionnaire completed for his father's farm?

Ans: Yes. Report the poultry and the total sales on the father's farm questionnaire; the information on the questionnaire relates to the farm as a whole.

12. Ask: Henry Jones operates a farm but keeps 50 hives of bees on the farm of John Doe because of Mr. Doe's large alfalfa fields. What entries should be made on the questionnaire of

- (a) Henry Jones?
(b) John Doe?

Ans: (a) None.

(b) 50 hives, the honey production, and Henry Jones' name and address.

13. Ask: A farmer reports that there is not any debt against the farm he is operating. However, he has just bought another farm which he rents to ~~some-~~ one else and on which he has an Agreement for sale debt. Should this ~~agreement-for-sale-debt~~ be reported on the questionnaire of this operator? Should it be reported on the questionnaire of the farmer who rents and operates the land?

Ans: The agreement-for-sale-debt should be reported on the questionnaire of this farmer who owns the other farm. It must not be reported on the questionnaire of the tenant who rents and operates the farm.

Appendix A
The Use of maps in Agriculture Areas
(For Ontario and Alberta sub-districts only)

Each enumerator of a rural area will be supplied with a map showing him the area that he is to enumerate. It will be his duty to account for every parcel of land in the sub-district.

1. Farm areas covered by a General Farm Questionnaire made out by this enumerator. Each questionnaire completed must have on it the number of the farm in the order of visitation. It is this number that must be marked on the map for every lot or part of a lot in the case of Ontario, and every quarter section or part of a quarter section in the case of Alberta.

In cases where the farm area is so small that the farm visitation number cannot be entered in the proper location on the map, the farm visitation number may be entered in the margin of the map and an arrow drawn to the exact location of the farm.

2. Farm areas covered by a General Farm Questionnaire made out by the enumerator in another sub-district. The Enumerator's Manual cites the cases where farm land lying within a sub-district will be enumerated by the enumerator of another sub-district. When an enumerator comes across a case of this kind and is certain that this land will be included on the questionnaire of a farm operator in the other sub-district he will mark a "o" on the map for these parcels of land in his sub-district.
3. Non-farm areas, abandoned or idle in the sub-district of this enumerator. Non-farm areas such as lakes, large rivers, forests, coulees, etc., abandoned or idle agricultural land, must be accounted for on the map by an "x" marked in each parcel of land.

It will be the duty of the enumerator in rural areas of Ontario and Alberta to account for all the land in his sub-district on the map provided and to return the completed map with the rest of the documents.

Statistics Canada Library
Bibliothèque Statistique Canada



1010020628